

## Vacancy Announcement

**Position Title:** Assistant Director of Procurement  
**Reports To:** Director of Procurement  
**Reports From:** Procurement Staff  
**Location:** Kabul, Afghanistan  
**Vacancy Number:** AF-032-2019

### AUAF Background

The American University of Afghanistan (AUAF) is a private, non-profit university offering an American-style liberal arts education. We opened our doors in 2005 and currently offer four undergraduate academic majors and an MBA program. We follow a strict non-discriminatory policy and applicants from all ethnic, religious, and economic backgrounds are encouraged to apply. We are a young and growing dynamic university with a student population of nearly 1,100 and we hope to reach 1,250 students by the fall 2019 academic semester. We have expanded operations to the 75-acre international campus across the street from our original campus. Construction is ongoing for additional classroom and lab buildings to help meet the growing needs of our student population.

The AUAF's Procurement Office is seeking a qualified candidate for a full time position as Assistant Director of Procurement based in Kabul.

### Position Summary

The Procurement department at the American University of Afghanistan (AUAF) is seeking to hire a qualified Assistant Director of Procurement to coordinate the daily operation of the procurement office in a timely and professional manner. The Assistant Director of Procurement must have enough experience and knowledge of the current market and USAID prime contractor policies, rules and regulations to diligently perform the below mentioned duties and responsibilities.

### Duties and Responsibilities:

The Assistant Director of Procurement duties and responsibilities include but are not limited to the following:

- As assigned by the Procurement Director he/she will manage high level contracts in addition to directing the activities of the Procurement Staff consisting of Contracting Officer/s, Procurement Officers and Procurement Interns.
- Coordinates the over-all activities of the Procurement Department for procuring goods and services based on approved Purchase Request Form's (PRF's) from the requesting departments. The requested items may be raw materials, equipment, tools, parts, supplies and/or advertising. The reviews and acceptance of procurement requisitions will be in accordance with the AUAF Procurement Policy Standard Operating Instructions and/or as directed by the Procurement Director.
- Reviews, approves and assigns the Procurement Staff PRF's.
- Reviews Purchase Orders (PO's) and Subcontracts.

- Conducts:
- Resolving complex issues on Statements of Work.
- Monitors performance.
- Negotiates complex Purchase Order/Subcontracts as required.
- Oversees, coordinates or conducts sourcing activities in accordance with established policies and procedures to meet AUAF's requirements and participates in negotiations to establish and review supply arrangements that will deliver value, based on cost and budget.
- Oversees, reviews and manages sources or source lists to ascertain that they are solicited according to the AUAF Procurement Policies and Procedures and if applicable according to Donor Regulations.
- Reviews, oversees and approves bid quotations, negotiates higher level complex Purchase Orders and Subcontracts within budgetary limitations and scope of authority completed by Procurement Staff.
- Reviews and oversees the procurement records' management in both hard and electronic copy.
- Ensures continual update of the Procurement Tracker on a timely basis and provides Procurement Status to the Procurement Director and AUAF Management based on a transactional basis (Solicitation, Issuance of Purchase Order and Close-Out).
- Discusses, negotiates and resolves complex or difficult issues with requestor and/or vendor regarding any defective or unacceptable goods or services based on inspection and/or quality control issues to determine the source of problem and take the necessary corrective action.
- Oversees, manages the establishment of a list of qualified vendors who are willing and capable of providing quality products in a competitive market within the Procurement Office.
- Ensures that procurement records and reports are generated as required and recorded as necessary on procurement activity to meet organizational compliance requirements; and provide data to AUAF Management of procurement information as needed.
- Comply and ensure the Procurement Staff's compliance with AUAF Procurement Policy and purchasing procedures on day to day procurement activities.
- Oversees, manages and ensures the Procurement Office processes the Goods Receipt Notes and vendor's invoices in a timely manner; and that they are properly executed as part of completed procurement records when sent to the Finance Office for payment.
- Ensures that transparency and integrity of the work conducted by the Procurement Staff is in accordance with the AUAF Policy and fully maintained on day to day procurement activities.
- Guide and manage the Technical Evaluation Teams
- Performs additional duties as assigned by Director.
- Acts as the Procurement Director during periods of his absence.

### **Required Qualifications and Experience:**

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill and/or ability required.

- Bachelor's degree or equivalent professional qualification with demonstrated experience.
- Minimum of 5 years working with USAID prime contractors.
- Candidates should demonstrate within CV/Resume previous experience working within United States of America/USAID Procurement policies, procedures and regulations.
- Candidates must have previous experience working internationally in countries designated as 'conflict or post conflict' where arduous conditions and security restrictions are expected.

**Required Skills:**

- Detail orientated.
- Understands and performs time management.
- Good judgment and decision making.
- Flexible and adaptable.
- Excellent communication skills
- Must have USAID working experience.
- Must be able to speak and write clearly in English.

**Submission Procedure:**

Applicants must submit their resume and cover letter in one document to [jobs@auaf.edu.af](mailto:jobs@auaf.edu.af) Applications are accepted in English only. Please include “**Assistant Director of Procurement**” in the subject line of your email.

**Application Deadline:**

All applications must be submitted on or before August 05, 2019. After reviews of the applications, formal interviews for the finalists will be set up.