

Vacancy Announcement

Position Title:	Procurement Officer
Reports To:	Procurement Manager/Procurement Director
Location:	Kabul, Afghanistan
Number of Positions:	2
Vacancy Number:	AF-035-2019

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 department is seeking a qualified candidate for full time position as Procurement Officer based in Kabul.

Job Summary

The Procurement Officer will provide critical support for procurement section of Procurement Department. The function of the position is both to facilitate efficient processes in support of designated tasks goals and objectives, and to ensure proper oversight and compliance of routine field-based procurements.

Key outcomes include:

- Manage routine Purchase Requisitions received from various departments.
- Fulfill the designated goal set by the Procurement Head.

Duties and Responsibilities:

- Coordinates activities involved with procuring goods and services, such as raw materials, equipment, tools, parts, supplies, advertising and reviews requisitions;
- Preparing cost comparative sheet, Negotiation Memorandum and contract.
- Procurement process of goods, works, and services lower or 3,000 USD.
- Determines method of procurement, such as direct purchase or completion;
- Draft Purchase Orders, Contracts and BPAs;
- Keep update the Procurement Tracker on timely basis and provide a Procurement Status sheet to Procurement Manager on regular basis;
- Establish and maintain list of qualified vendors who are willing and capable of providing quality products in competitive price;

- Ensures AUAF Procurement Policy and purchasing procedures is maintained and fully applied in day to day procurement activities;
- Ensures that transparency and integrity is fully maintained in day to day procurement activities;
- Identify the most appropriate procurement approach in handling procurement activities.
- The incumbent should be able to prepare REOs/ RFPs/RFQs/SBD/Contracts and Shopping documents in the light of the AUAF Procurement regulations.
- The incumbent should be able to draft, review award notifications, contract/agreements.
- Should be able to report on a daily, weekly, monthly and quarterly progress report to the Head of Procurement Unit
- Circulate procurement documents for process and signature of relevant project staff
- Facilitate communication and follow-up documentation with vendors during the contract
- Responsible for preparing PO (Purchase order) to local vendor and international vendors
- Collection of all the receipts, bills and invoices of the project from vendor and supplier
- Ensure invoices are received from vendors in a timely manner and submits them to Finance department for further payment process.
- Ensure timeliness and cost effectiveness are in line with all relevant policies, procedures
- Ensure that all Procurement files are accurately maintained with both physical and scanned copies.
- Track and process procurement requests to ensure timely and accurate completion and provide regular updates to requestors.
- Prepare and issue Requests for Quotations (RFQ) and Request for Proposal (RFP). Conduct cost/price, quality and review of bids received.
- Procure commodities and render services as required.
- Any Other Work Assigned by the Procurement Manager.

Required Qualifications:

- Bachelor's Degree in Business Administration with 4 years' experience in the related field.
- At least 1 years of relevant experience working with USAID funded programs.
- Demonstrated practical knowledge and understanding of procurement policies and procedures;
- Ability to work independently and work as a team member.
- English language proficiency (speaking and writing).
- Proper filing of the running and closed contracts/BPAs and Purchase Orders
- Willing to work on Weekends in case necessary.
- Be able to operate GP (Great Plains) ERP, raising Purchase Orders, SRNs and GRNs in Dynamic GP.

Skills:

- Excellent working knowledge and experience administering government subcontracts with FAR regulations is essential.
- Strong judgment and a commitment to fair and ethical procurement practices
- Ability to work under pressure.
- Excellent interpersonal and communication skills.
- Excellent organizational skills.
- Highly computer literate, including e-mail, word processing and spreadsheet management skills.



Submission Guidelines:

Applicants must submit their resume and cover letter in one document as PDF or MS Word to nationaljobs@auaf.edu.af Applications are accepted in English only. Please include “**Procurement Officer**” in the subject line of the email.

Application Deadline:

All applications must be submitted on or before September 25, 2019. After reviews of the applicants, interviews for the finalists will be set up in Kabul on the AUAF Campus.