

Senior Procurement Officer

Background:

Advanced Engineering Associates International, Inc. (AEAI)--a global engineering, energy and environmental services company, is seeking Senior Procurement Officer for its USAID-funded Energy Policy Program (EPP) to be based in Islamabad, Pakistan. EPP provides technical assistance and expertise to help the Government of Pakistan (GOP) advance its reform agenda to increase the energy sector's financial viability through a combination of improved cost recovery, increased power generating capacity, and a decrease in transmission network losses. The support is targeted to alleviate priority policy issues including: reduction in mounting circular debt, insufficient supply of affordable electricity, inefficient power sector operations and excessive sector energy losses, poor governance and management of public energy sector entities, and excessive peak demand in summer.

Scope of Work:

The position will be based at the EPP Islamabad office, and will assist the Senior Procurement Specialist in the day-to-day procurement, applying knowledge of USAID acquisition, and procurement and contract practices to ensure that all program procurement are consistent and compliant with the prevailing USAID procurement policies and procedures.

The position will serve as a day-to-day resource for procurement activities in support of the EPP, working under the COP and the Senior Procurement Specialist and/or his designee. Specific responsibilities will include but not necessarily limited to:

1. Support, as directed all EPP procurement and assistance actions such as contracts, solicitations, modifications, delivery schedules, plans and coordination with relevant departments.
2. Support in the preparation of EPP procurement protocols.
3. Assists in the review of procedural aspects of all procurements.
4. Coordinate with vendors/suppliers/sub-contractors to determine and recommend alternative course of action, such as extension of delivery schedule.
5. Monitor such matters as payments, claims, and contractual changes to ensure that requirements of the contract are met.
6. Review completed contract file to ensure that routine administrative matters are resolved or completed.
7. Support the Senior Procurement Specialist to carryout actions required to conceptualize, plan, solicit, negotiate and award contracts for goods, services and equipment.
8. For each procurement action, assist in the preparation of all required procurement action documentation, including development and maintenance of a complete, but discrete set of procurement files with copies of any/all necessary documents.
9. Provide support to Senior Procurement Specialist in drafting, for submittal to USAID, any request for consent to award of contracts/purchase orders, as well as any supporting documents including but not limited to sole source justifications, negotiation memorandum, etc.
10. Assist the Senior Procurement Specialist in administering the procurement process after contract award including establishing and maintaining a close relationship with subcontractors, suppliers, and vendors to ensure contract compliance, tracking contract milestones and monitoring vendor and suppliers' work progress, follow-up of modifications and amendments, deliveries tracking of the equipment in a timely and complete basis, adherence to warranties, etc.

11. Drafting of Request for Proposals (RFP), preparation of financial comparison and drafting of Minutes of Meeting for all procurements.
12. Drafting of subcontract/purchase to ensure that the scope of work's terms and conditions are met and that the subcontractor/seller delivers required goods or services in a timely manner to achieve the objectives of the Agency's projects and programs.
13. Update contract / procurement files as below:
14. Open Contracts / POs
15. In process Contracts / POs
16. Completed Contracts / POs
17. Procurement / Contracts Tracking System

Reporting:

The Senior Procurement Officer will report to the EPP COP through the Senior Procurement Specialist for all EPP procurements.

Deliverables:

Senior Procurement Officer will prepare and/or contribute to all procurement/contracts-related documentations including but not limited to contracts, procurement packages, bid evaluations, purchase orders, subcontracts, and sole source justifications as well as providing input into EPP progress reports and presentations, as directed by the EPP COP/Senior Procurement Specialist.

Qualification:

MBA or Bachelor's in Business with Certification in Supply Chain Management or Bachelor's in any relevant discipline, having 8 years experiences in procurement and supply chain management in the development sector/UN/USAID projects, and proficiency in written and spoken English, and possess qualities of a professional team player.

Application

Please send detailed CV and contact information via email to recruitment@ep-ep.com.pk by **November 14, 2014**. Please type "Senior Procurement Officer" in the subject line.
