

SCOPE OF WORK
Procurement & Logistics Officer
Puntland

BACKGROUND

AECOM is implementing the Somalia Tis+ Project to promote good governance and community cohesion. USAID/EA's Somalia Office anticipates that the need for quick impact stabilization activities will continue given the fragile nature of the nascent government and the existence of an insurgency in parts of South Central Somalia. At the same time, Somalia, particularly under the New Deal and the new internationally recognized government, is looking to move from crisis and stabilization to medium and longer-term development. The objectives of this contract are to: 1) Increase confidence in governance based on equitable participation in decision making and management of community assets. 2) Empower community and government representatives to engage with private sector and development actors in a collaborative process for community growth. 3) Increase Somali engagement in creating a more stable future. 4) Support inclusive, sustainable development by reducing gender gaps in stabilization and development.

OBJECTIVE

The Procurement Officer is responsible for overall Procurement of goods In-Kind grants and operations in accordance with USAID requirements and AECOM policies and procedures. This position will ensure that all procurement management actions follow appropriate procedures and policy guidelines. Negotiating with suppliers/vendors, ensuring delivery schedules are met and preparing on-going reports for AECOM management.

The position will be based in Garowe.

PRIMARY RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

- Ensure Suppliers/Agencies/Sub-contractors selection made to the most qualified and cost effective vendors.
- Ensure procurements are conducted following procurement processes and compliance requirements are followed or fully implemented.
- Write, review and properly file all procurement related documentation from requisition to inventory entry, disposition and contract close out.
- Work closely with program/operations team to develop quarterly/annually procurement plans (based on grant kick-off meetings, implementation plans and work plans) to ensure timely & availability of the goods & services for program/operations activities.

- Exercise primary responsibility for procurement of services including research surveys for new suppliers/ vendors, goods & services (quality, prices, availability), following marketing trends, and produce regular reports.
- Track and evaluate vendor/subcontractor performance and improvements related to pricing, contractual terms, and/or scope of services, and prepare vendors/subcontractors performance report based on the above criteria with marks & recommendations for future procurements & award.
- Manage & update procurement & logistics designed internal control system to ensure safe guarding of USAID and AECOM assets, preventing and detecting fraud/errors, procurement records are accurate/complete and up -to -date and well filed & stored, compliance with rules, regulations and restrictions.
- Ensure that Request for Proposals (RFP), Request for Quotations (RFQ) are technically prepared and evaluated and made as per parameters mentioned on the USAID regulations and AECOM procurement manual.
- Prepare all contracts (for goods and/or service procurements) to ensure quality standards are met prior to submitting for review and approval as required by AECOM procedures.
- Follow & update TIS+ management on the meetings with vendors, collect copies of contracted awarded with AECOM requirements, at the end of the contract prepare the report of Sub-contractor's performance and fill in the close out contract's format.
- Supervise process of conducting regular vendor Pre- qualifications according to AECOM policies & time lines, and provide final update /report.
- In coordination with the Finance & Admin Assistant, initiating the payment procedure by submitting all necessary documents to the Finance Unit. This includes the Payment Request, Invoice, Waybill, and Purchase Order. The delivery of materials and the accuracy of the invoice must be verified.
- Set up and maintain a system for centralized management of all contracts including but not limited to service contracts.
- Efficient record keeping and management reporting, products, services availability, reliability, alternatives and market locations area.
- Manage the process of grants assets transfer of title according to AECOM policies & procedures, update the Grants Non Expendable assets tracking sheet on monthly basis.
- Other duties as assigned

REPORTING

The Procurement & Logistics Officer reports to the Procurement Manager or as designated when a contract is issued.

QUALIFICATIONS

The Procurement & Logistics Officer must be an individual with sound judgment, good communication and team working skills, strong procurement, planning and coordination skills

and good experience with USAID rules and regulation including compliance issues. In addition, the individual must meet the following minimum qualifications:

- A university degree related to Business Administration or related discipline
- 3-4 years of working experience in Procurement in a medium USAID funded project
- Knowledge of USAID and/or international donor procurement procedures is highly desired.
- Demonstrated ability to solve difficult procurement & logistics problems
- Oral and written fluency in English and Somali.
- Comprehensive knowledge of market and purchasing options and challenges in area of operation, as well as, local supply chain management.
- High level computer skills on MS Office applications (Excel, Word)
- Previous experience in conflict affected areas with limited infrastructure.
- Capacity to develop budgets, negotiate contracts, and make sound decisions.
- Conscientious with an excellent sense of judgment
- Willingness and ability to work effectively with a wide variety of people decisions.
- Excellent English writing skills.

LEVEL OF EFFORT:

One year with possible extension up to three years.

Women are strongly encouraged to apply.

Applications will only be accepted through May 23rd via:

https://aecomtisplus.formstack.com/forms/procurement_logistics_officer_puntland