

**POSITION DESCRIPTION****DAI LIBERIA – LAVI, LEGIT, RG3  
PROCUREMENT SPECIALIST****1. PROJECT BACKGROUND:**

DAI's three projects in Liberia are Liberia Local Empowerment for Government Inclusion and Transparency (LEGIT), Liberia Accountability and Voice Initiative (LAVI), and Revenue Generation for Governance and Growth (RG3). LEGIT aims improve Liberia's decentralization conditions and capacity by linking improved government performance with stronger accountability to citizens. LAVI aims to strengthen multi-stakeholder partnerships to advocate for and monitor policy and accountability reforms, and to increase the influence of citizens and media in the governance of public goods and services, as well as to create more effective, accountable, and inclusive governance in Liberia. The RG3 activity aims to build the capacity of targeted GOL institutions, particularly the Ministry of Finance and Development Planning (MFDP) and the Liberia Revenue Authority (LRA), to improve domestic revenue mobilization in Liberia. RG3 will support the MFDP to develop the capacity to formulate sound, predictable, and fair revenue policies.

**2. LOCATION:** Monrovia, Liberia**3. ROLE'S PURPOSE:**

The Procurement Officer supports the Procurement Team by ensuring integrity, fairness, and openness in procurement processes as well as adherence to policies, procedures, and controls. The main responsibility for this position is to conduct procurement of goods and services and prepare complete procurement related backup documentation and auditing prior to submission to Finance Team. He/She will develop and release solicitations, and conduct price/cost/reasonability analyses, as well as perform any other related duties as assigned.

**4. TASKS AND RESPONSIBILITIES:**

Prepare complete backup documentation for procurement purchases & submit to project's Finance Team

Conduct reviews of procurement related backup documentation to ensure completeness, accuracy, and compliance

Perform regular spot audits of procurement files

Ensure integrity, compliance, fairness, accuracy, and openness in procurement processes as well as adequate competition, as per DAI policies and procedures.

Solicit bids and quotes from vendors in adherence with policies & approved requisitions and quarterly procurement plans

Monitor, track and expedite all project procurement activities and delivery status of goods/services

Gather current pricing information independently; Conduct price/cost/reasonability analyses

Prepare cost evaluation data, and source selection documentation

Through market research efforts, identify and qualify potential suppliers (and products/services).

Ensure that beneficial, ethical and open supplier relationships are created and maintained according to procurement policies

Other duties as assigned by the Procurement Manager

**5. REPORTING AND SUPERVISION:**

- Reports to the Procurement Manager

**6. QUALIFICATIONS**

- Bachelor's degree in Business Administration or related field
- 5+ years of relevant experience and progressive responsibility in procurement at the mid-level of an organization
- Minimum 2 years' experience working in a procurement role for USAID funded projects, including a demonstrated understanding of applicable procurement-related USG & Federal Acquisition Regulation (FAR) regulations

- Accuracy in working with large amounts of data
- Ability to respond effectively to time sensitive demands & inquiries
- Proficiency using Microsoft office suite, and other relevant software
- Demonstrated strong problem solving skills as well as exceptional customer relations (both internally & externally); provides sound business judgment and contractual oversight
- Excellent organizational skills with a willingness to take initiative and be proactive in the procurement process
- Fluency in English is required
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7. **HOW TO APPLY:** If you are interested, please send the following to [LAVIrecruitment@dai.com](mailto:LAVIrecruitment@dai.com) by May 24, 2017.

- CV
- Name of three professional, academic, or community service references

**USAID LAVI, RG3, LEGIT values diversity and inclusion and strongly encourages women and persons from marginalized groups to apply**