Sample Job Description

Associate Procurement Specialist
Global Supply Chain Team / GHSC-PSM Project / Arlington, VA

General Summary:
The Associate Specialist receives requisition orders (ROs) from country offices and other clients, supports and ensures contract compliance for procurement and supplier contracts, and obtains sign off from clients on finalized Ros for their selected commodity type and work closely with the Country Teams, the Quality Assurance team and the Deliver/Return team.

Responsibilities include:
- Obtain country office and/or USAID mission approval for Requisition Orders
- Together with the Forecast and Plan team, determine whether requested products can be procured by internal distribution order (DO), supplier purchase order, or whether competitive sourcing is required
- Organize Source Selection Evaluation Board (SSEB) for each sourcing project
- Create RFXs (RFIs, RFPs, RFQs) leveraging evaluation criteria to gather requirements, determine evaluation criteria weighting, and develop technical questions
- Conduct eRFX (RFI, RFP, RFQ) events using ARTMIS e-sourcing platform
- Monitor the tender submission process for formatting, completeness, consistency, and compliance
- Evaluate RFX responses leveraging standardized scoring methodology
- Make supplier award recommendations to supervisors
- Ensure the completeness and accuracy of contracts, including monitoring all related liabilities and third party contracts
- Assist in the management of data related to the tendering process
- Liaise with Quality Assurance team and Lab Specialist team to ensure that requested health products meet appropriate quality standards and are in line with the USAID guidelines
- Liaise with Deliver/Return (Freight Team) to ensure all proper waivers and documentation are prepared to pickup and ship goods to final destination
- Perform other duties and responsibilities as required

Qualifications:
- Bachelor’s degree or equivalent work experience
- Minimum 1 year of procurement, supply chain, and/or technically relevant work experience
- Understanding of USAID and other Federal Acquisition Rules
- CIPS, CPSM, or other relevant procurement certification preferred
- Technical product knowledge of one or more GHSC-PSM product areas preferred
- Experience living or working in developing countries preferred
- Demonstrated ability to communicate clearly and concisely both orally and in writing, and lead presentations, training courses, and effective meetings
- Strong knowledge of MS Office applications
- Demonstrated leadership, versatility, and integrity
- Language proficiency in English required; fluency in a second language desired

Please note, the above is a sample position description with indicative responsibilities and qualifications and is subject to change. Qualified individuals who are interested in an open position will need to formally apply when a vacancy is announced in order to be considered by Chemonics. Individuals should refer to the position description within the vacancy announcement at that time.