# JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Posting Date:</th>
<th>Serial No.:</th>
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<tbody>
<tr>
<td>Contracting Assistant (3)</td>
<td>October 3, 2022</td>
<td>298-22</td>
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<tr>
<td>Department/Division:</td>
<td>Closing Date:</td>
<td>Announcement No.:</td>
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<td>Office of Procurement</td>
<td>October 7, 2022</td>
<td>127-22</td>
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<td>Type of Position:</td>
<td>Posting Type:</td>
<td>Pay Grade and Salary Range:</td>
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<td></td>
<td>Open to the Public</td>
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**General Description:**
Under the direct supervision of the Contracts Manager, the Contracting Assistant performs professional work in coordinating procurement activities, ensuring the efficient acquisition of construction and services at fair prices and maintaining accurate purchase records.

**Key Duties and Responsibilities:**
- Process purchase requisitions submitted by the American Samoa Government (ASG) departments and agencies
  - Review all incoming purchase requisitions as assigned and check validity and accuracy of backup documentation
  - Verify all required approvals, descriptions and nomenclatures for accuracy of purchase descriptions, scope of work, plans/specifications as well as quantities, unit of issue and delivery time
  - Confer with departments regarding their purchase requirements
  - Communicate directly with vendors to resolve any problems or issues with submitted quotes/estimates
  - Recommend course of action that would result in greatest value
  - Enter all required information in OneSolution to ensure accurate processing of Contract
  - Draft contract agreements and coordinate changes with departments/project owners
  - Distribute copies of fully executed contracts and leases to all stakeholders
- Process invoice payments and modifications to contract and lease agreements
  - Review all incoming invoices, change orders, account changes, and advance payment requests as assigned and check validity and accuracy of backup documentation
  - Verify all required approvals and accuracy of purchase description changes
Process tax clearances for all final contract invoices
Confer with departments regarding their purchase requirements
Enter all required information in OneSolution to ensure accurate processing of payments and changes

- Maintain and manage all contract and lease agreement files
  - Create and establish files for all contract and lease agreements
  - Review and conduct periodical follow-ups on completion status until services are received and accepted
  - Monitor service statuses to assure smooth flow and timely processing of orders and payments
  - File all contract and lease documents, including any correspondence, in appropriate contract/lease files
  - Keep accurate logs of all contracts, change orders, leases, and amendments

- Perform general and clerical functions
  - Manage the filing, storage and security of all purchase documents
  - Respond to inquiries of staff, administration, ASG employees and vendors
  - Participate in meetings, in-service trainings and workshops relevant to job function
  - Maintain and update log of all incoming customers and documents
  - Prepare weekly/monthly reports of all processed Contracts, Change Orders, Leases, Amendments, etc...
  - Perform other job related duties as assigned.

Knowledge, Skills and Ability:
- Must demonstrate the following skills:
  - Teamwork and Interpersonal
  - Plan, organize, and prioritize work
  - Have critical thinking and problem solving
  - Professionalism
  - Positive Attitude
  - Strong work ethic
  - Effective written and oral communication

- Must have proficient knowledge in the following areas:
  - Purchasing policies and procedures
  - One solution program
  - Customer based service
  - Basic computer programs (email, internet word-processing, spreadsheet)

Academic and Experience Requirements:
- Applicant must have a Bachelor’s Degree from an accredited college or university plus 3 years of work related experience.
- Years of progressively responsible working experience may be substituted for portion of the academic requirement.
- Salary will commensurate with degree and experience

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa’afe‘etai teleta.
Lynn Pulou-Alaimalo
Director, Department of Human Resources

This is an Equal Employment Opportunity Employer
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