Job Title: 
Procurement Specialist (5)  

Posting Date: 
September 20, 2022  

Serial No.: 
288-22  

Department/Division:  
Office of Procurement/Contracts  

Closing Date: 
September 26, 2022  

Announcement No.: 
117-22  

Type of Position: 
Permanent Employment  

Posting Type: 
Employment Opportunity/ Open to the Public  

Pay Grade and Salary Range: 
GS 11 / $17,069 - $42,419 p.a  

General Description:  
The Procurement Specialist will be under the direct supervision of the Contracts Manager and is to perform professional work to obtain contractual goods and services utilizing competitive procurement processes.  

Key Duties and Responsibilities:  
➢ Conduct bid process for all relevant purchase requisitions  
  o Review all incoming purchase requisitions for services as assigned and check validity and accuracy of backup documentation  
  o Verify all required approvals, descriptions and nomenclatures for accuracy of purchase descriptions, scope of work, plans, specifications as well as evaluation criteria and delivery time  
  o Confer with departments regarding their purchase requirements  
  o Prepare and distribute all bid documents (i.e. newspaper advertisements, procurement solicitations, addenda, all bidder correspondence, etc.)  
  o Coordinate and conduct pre-bid meetings and site visits  
➢ Conduct bid evaluation and award process  
  o Coordinate and conduct all bid meetings  
  o Prepare and distribute award and denial letters  
  o Prepare contract documents and forward to requisitioning department for routing of signatures  
➢ Perform general and clerical functions  
  o Create and establish files for all bids  
  o Manage the filing, storage and security of all purchase documents  
  o Respond to inquiries of staff, administration, ASG employees and bidders  
  o Participate in meetings, in-service trainings and workshops relevant to job function  
  o Maintain and update log of all incoming customers and documents  
  o Prepare weekly and or monthly reports of all processed bids  
➢ Perform other related duties as assigned  

This is an Equal Employment Opportunity Employer  

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799  
Ph: (684) 633-4485 / Email: hr@americansamoa.gov / Fax: (684) 633-1139  
"Here To Serve"
Knowledge, Skills and Ability:
- Teamwork and Interpersonal Skills
- Professionalism
- Positive Attitude
- Plan, organize and prioritize work
- Strong work ethic
- Willingness to learn
- Critical thinking and problem solving
- Effective written and oral communication
- Ability to work under pressure
- Must have knowledge in purchasing policies and procedures, One Solution program, Customer based service, Basic computer programs

Academic and Experience Requirements:
- Applicant must have a Bachelor’s degree in related field from an accredited university plus three (3) years of work related experiences
- Salary will commensurate with skills, educational background, and years of related 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’afece tele,

Lynn Pulou-Alaimalo
Director, Department of Human Resources