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## **PROCUREMENT AND CONTRACT MANAGER (TERRITORIAL POSITION)**

Looking for a dynamic individual to manage and control of all facets of contract formation, negotiation, and management and who will provide technical guidance and oversight of the procurement function to all levels of staff and management. The PCM will lead and support the entire procurement life cycle for all goods and services that the Authority procures and applies professional purchasing concepts, standards, and organizational objectives to complete complex procurement/contracting assignments.

### **Example of Duties :**

- Provide day-to-day contract administration support and manage and administer the full life cycle of the procurement and contracts processes.
- Supervise and participate in the development of bid specifications; plan and coordinate pre-bid and pre-proposal conferences; and perform pre-award and post-award function.
- Draft and develop contracts, agreements, lease agreements, and non-disclosure agreements including developing scopes of work and payment schedules using both custom and standard terms and conditions.
- Assist staff in negotiating contract terms and conditions ensuring that they are as favourable to the Authority's business interests as possible, minimize risk and comply with applicable laws, regulations, policies and procedures.
- Assess, evaluate, analyse, and interpret contract or agreement terms and conditions and recommend alternative language, solutions and/or assist in resolving any supplier risk compliance, or performance issues, as necessary.

### **Minimum Qualifications:**

#### **Education and Experience:**

- Bachelor's degree in Business, Public Administration, or related field.
- Minimum of four (4) years progressive, demonstrated professional contract/procurement experience including, but not limited to, sourcing, contract negotiation, monitoring and reporting contract performance.

### **HOW TO APPLY:**

Persons interested in this position must submit a detailed letter of interest specifically addressing the qualifications mentioned in this announcement along with a copy of their current resume and salary history to the Virgin Islands Public Finance Authority to Sandy Bryan-Belle, Chief Administrative Officer at [sbryan-belle@usvipfa.com](mailto:sbryan-belle@usvipfa.com).

Position will remain open until filled.