

Sallyport is a global provider of a full spectrum of security and mission support solutions tailored to enable global security and stability operations. With over 3,000 employees, Sallyport offers a comprehensive range of global protective, security and mission support solutions to US Government, foreign allied governments, and a wide range of private and commercial clients. Sallyport's mission is to enable global security and stability operations by offering the highest level of expertise, professionals and innovative solutions with unmatched quality and dedication to preserving safety, security and freedom in support of national and international security and nation-building objectives worldwide.

Procurement Manager

Overview: Sallyport will be providing the Combined Security Transition Command – Afghanistan Combined Joint-Engineering (CSTC-A CJ-ENG), with engineering consultation, program management, design work and master planning support to augment in-house capabilities. Sallyport also will provide maintenance, translation, data input and training of the Afghan Infrastructure Data Integration System (AIDIS) Computerized Maintenance Management System (CMMS); advise and assist in the preparation of contracting packages, create work processes, provide acquisition training and assistance for the Afghanistan National Army (ANA) and Afghanistan National Police (ANP); provide Capital Asset Inventory Assessments and site survey capability throughout Afghanistan; and populate the AIDIS CMMS. In order to advise, assist and train the ANA and ANP, the Procurement Manager must have experience in: performing pre-award actions for negotiated requirements including source selection, cost and price analysis, and negotiation of a moderately complex nature and evaluating bids; recommending methods of procurement and selecting clauses to cover special conditions such as inspection and acceptance, marking and packaging, quantity variation, price differential, or transportation costs; compiling and evaluating price and/or cost data with all elements of cost in contractor proposals, and making competitive range determinations; drafting for review and signature pre and post award documents (i.e. determination of findings, contract documents, source selection documents, competitive sourcing plans/justifications, pre-award surveys); developing and maintaining systems to evaluate performance related to delivery and cost and settling issues after contract placement; and performing close-out on contracts for services, commodities, and construction.

Responsibilities:

- Advise and assist in the preparation of contracting packages, create work processes, provide training and assistance for the Afghanistan National Army and Afghanistan National Police (ANA/ANP) procurement staff on the full range of cradle-to-grave procurement core competencies to include, but not limited to:
 - requirements generation;
 - contract process and procedures;
 - policy generation;
 - contract administration;
 - contract management and contract inspection and auditing functions.

ENABLING MISSION SUCCESS

- Advise and assist the Contract Management or Contract Administration personnel on contract closeout procedures.
- Advise and assist with senior leaders on process matters and facilitate system/process improvement initiatives
- Advise and assist to build capacity by serving as an expert and consultant to the Procurement Department and/or the Budgetary Units.
- Advise and mentor on Afghan Procurement Law, Policy, and Procedures.
- Advise and assist the ANA/ANP procurement personnel in the development of contract specifications, work statements, and terms and conditions used for procurement of specialized materials, equipment, and services.
- Advise and assist the ANA/ANP procurement personnel in preparing requirement packages, conducting bidder/vendor conferences, analyzing and evaluating proposals, negotiating contract provisions, developing awards, administering contracts, and negotiating and coordinating additions, deletions, or modifications to contracts.
- Advise and assist the ANA/ANP procurement personnel in adhering to budgeting and funding procedures applicable to selected procurement method and associated contract pricing procedures.
- Advise and assist the ANA/ANP procurement personnel in evaluating other selected factors (e.g. quality, contractor management facilities, delivery, etc.).
- Advise and assist the ANA/ANP procurement personnel on the methods of continuously improving the efficiency and effectiveness of the vendor pay process
- Advise and assist the ANA/ANP procurement personnel on formulating contracting policies and procedures as well as analyzing established policies and procedures necessary to improve the ANDSF Procurement system and its customer support.
- Other duties and responsibilities as may be assigned.

Skills:

- Thorough knowledge of DoD contracting and acquisition/procurement processes, knowledge of the Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulations (DFAR) and related federal and state legislation and regulations.
- Knowledge of Service Contract Act and Truth in Negotiations Act
- Knowledge of Microsoft office applications and working experience with spreadsheets.
- Knowledge of cost controls and international logistics support.
- Knowledge of international business management and International Traffic in Arms Regulations (ITAR) if required for contract.
- Knowledge of accounting practices .
- Excellent oral and written communications.
- Effective leadership and interpersonal skills.
- Excellent communication skills; ability to effectively communicate with individuals at all levels including non-technical users.
- Self-motivated, able to work independently and take initiative.
- Good Organizational skills.

- Discretion and sound judgment in applying technical expertise to resolve day-to-day issues.
- Ability to work towards tight deadlines.
- Dari or Pashto communication skills in reading, writing, and speaking to support the requirements of the position to which assigned would be a plus but not required.
- Possess the ability to communicate in English via reading, writing, and speaking in order to facilitate communication with Coalition and international personnel
- Be able to work in an autonomous environment when required providing team guidance and coordinating activities.
- Able to travel to remote locations on a routine basis in the performance of his duties.

Requirements:

- **Minimum of 10 years procurement or acquisition-related experience at a major governmental institute (armed service, ministry, etc.).**
- Excellent written and oral communication skills.
- Master's Degree in Business Administration, acquisition/procurement finance, contracting, or a related field, preferred.
- Automated data processing knowledge: possess working knowledge of word processing, spreadsheets, graphics presentation, databases, E-mail clients & web browsers, and web content management.
- Must be capable of operating independently and responsibly, as well as an integrated member of a team. Superior writing, computing and communications skills.
- Excellent computer literacy skills in MS Office (Word and Excel) and QuickBooks, CAD/GIS and related programs.
- All employees must be able to fluently read, write, speak, and understand English
- Valid US or local driver's license.
- Valid US passport.
- **Must have and maintain Secret security clearance.**