

PROCUREMENT MANAGER

The Energy Security Project (ESP) is a five-year project funded by the United States Agency for International Development (USAID)¹ and the largest USAID project in Ukraine so far. The ESP is implemented by a USAID Contractor, Tetra Tech ES, Inc., a California-based leading provider of services in the areas of water, environment, infrastructure, resource management, energy, and international development.²

The ESP mission is to enhance Ukraine's energy security, improve the energy legal and regulatory environment in the country, and increase the resilience of Ukraine's energy supply. This will help to support country's economic development and sustain its democracy. ESP is working closely with the Government of Ukraine (GOU) to develop competitive energy markets. By doing so, ESP will facilitate private sector-led energy investments to provide affordable, reliable, resilient, and secure energy for all Ukrainians. ESP is currently in the fourth year of implementation and will run through June 2023.

POSITION SUMMARY:

The **Procurement Manager** will support Energy Security Project (ESP) with leading procurement activities, including but not limited to procurement of commodities and services, organization of events, and procurements for other program needs. The position will report to the Procurement and Grants Director. This is a full-time (temporary remote) position based in Kyiv, Ukraine.

**Please note: Only citizens of Ukraine are eligible for this position. **

RESPONSIBILITIES:

- Conduct or oversee programmatic and operations procurements including large scale commodities and services, events, office needs, etc.;
- Potentially manage procurement staff;
- Gather pre-award documentation (price justification documentation);
- For large commodity or service procurements:
 - Lead identification of procurements in consultation with project subject matter experts;
 - Conduct market research;
 - Draft solicitation documents;
 - Manage procurement/ tenders for all procurements;
 - Lead evaluation committees;
 - Negotiate with vendors prices and other contracts terms and conditions;
 - Check relevant financial reports of procurement beneficiaries;
- Maintain procurement files;
- Assist in archiving financial files and procurement files;
- Other duties as assigned.

¹ <https://www.usaid.gov/>

² <http://www.tetratech.com/en/markets/international-development>



QUALIFICATIONS:

- Master's degree, preferably in public administration, business administration, or other relevant areas
- Bachelor's degree in Finance and/or Accounting; Master's degree preferred
- Minimum five (5) years relevant experience (preferably with a multinational company)
- Prior experience with USAID-funded projects is strongly preferred
- Solid knowledge of FAR and AIDAR
- Experience with collection and analysis of accounting data
- Excellent organizational skills to meet deadlines
- Strong communications skills – both oral and written
- Fluency in English and Ukrainian required
- Skilled at using Microsoft Office programs (Word, Outlook, Excel, PowerPoint, etc.)

IN RETURN THE PROCUREMENT MANAGER WILL GET:

- The potential to rapidly progress the career by working in multimillion dollar commercial and service procurements
- The ability to shape and manage own career in a modern, inclusive work environment of international and Ukrainian experts.;
- A genuine work/life balance, as well as paid 24 working days of vacation and 12 working days of sick leaves;
- A competitive salary, corporate medical insurance/mobile phone coverage;
- Support, coaching and mentoring for growth.

To apply: Please submit a CV in English and a brief cover letter with the title of the position in the subject line to UESPjobs@tetrattech.com

There is no deadline associated with this position, Tetra Tech may fill the position when a qualified person is found. Only candidates who have been selected for an interview will be contacted.

To find more about USAID Energy Security Project, visit the Project website <https://energysecurityua.org>, follow us on Facebook <https://www.facebook.com/usaidesp/>, LinkedIn <https://www.linkedin.com/company/energysecurityua/> and [Youtube](#)