



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following Grant Funded position:

CONTRACTS & PROCUREMENT OFFICER

The Contracts and Procurement Officer is responsible for the administration of the Virgin Islands Housing Finance Authority's (VIHFA) procurement process to include Community Development Block Grant Disaster Recovery (CDBG-DR), Mitigation (MIT) and Electrical Grid (E-GRID) in accordance with established policies and procedures. This is a Territorial position.

ESSENTIAL FUNCTIONS:

- ⇒ Ensures that the procurement of consultant and other services and products are in accordance with the Authority's CDBG-DR, MIT and E-GRID procurement policies and procedures and HUD guidelines.
- ⇒ Ensures that the preparation and execution of contracts are in accordance with the Authority's policies and procedures and HUD guidelines.
- ⇒ Ensures contracts, MOUs and other agreements that are required to be posted on the VIHFA website and that the appropriate information is properly redacted and posted in a timely manner.
- ⇒ Performs a variety of tasks involving the coordination of procurement activities to include procurement planning, announcement, and advertising of bids, managing bid openings and the review of proposals and selection process - all in accordance with the Authority's established procurement policies and procedures and HUD guidelines.
- ⇒ Works closely with CDBG-DR Special Counsel and other staff to ensure efficient administration of the procurement policies and procedures and advises staff on appropriate purchase methods.
- ⇒ Analyzes price proposals, financial reports, and other information to determine cost-reasonableness.
- ⇒ Maintains and reviews records of items purchased, costs, deliveries, product performance and inventories.
- ⇒ Evaluates and monitors contracts to ensure that vendors and supplies comply with the terms and conditions of the contract and determine the need for changes, if any.
- ⇒ Provides responsive, high-quality service to employees, vendors, contractors and the public by providing accurate, complete and up-to-date information in a courteous, efficient and timely manner.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ **Education:** Bachelor's Degree from an accredited college or university in Business Administration, Public Administration or related field preferred.
- ⇒ **Experience:** 2-4 years of procurement and/or contract administration experience. Equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills & Abilities:** Ability to establish and maintain effective working relationships with all persons contacted in the course of performing duties; Ability to read, analyze and interpret the most complex documents; Ability to respond effectively to sensitive inquiries or complaints; Ability to work with highly sensitive and confidential information; Excellent communication skills - oral, written and listening; Ability to define problems, collect data, establish facts and draw valid conclusions; Ability to take initiative, work independently, and utilize creative skills to resolve issues; Computer literate to include Microsoft Word, Excel, Outlook and PowerPoint; Ability to be flexible and work under pressure; Excellent phone etiquette and customer service skills; Possess the ability to pay attention to detail and Valid Driver's License

SALARY: \$54,080 - \$68,640 per annum depending upon qualifications. Grant funded position.

APPLICATION INSTRUCTIONS AND PROCEDURES: Interested applicants must submit an application, cover letter, and resume/vitae electronically at hr@vihfa.gov. Employment applications can be downloaded from our website at www.vihfa.gov.

Deadline for submittal of application package is Friday, October 27, 2023; however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

The Virgin Islands Housing Finance Authority (VIHFA) is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, genetics, disability or veteran status. Employment is contingent upon proof of citizenship or legal authorization to work in the United States. Each question must be fully and accurately answered. Incomplete, illegible or unsigned applications will not be considered.