



**American Samoa  
Power Authority**



Human Resource Department, Tafuna  
PO Box PPB, Pago Pago  
American Samoa 96799  
Phone No: (684) 699-3033  
Email: humanresource@aspower.com

## PUBLIC JOB POSTING

<i>Position Title</i>	<b>Procurement Agent I</b>	<i>Posting Date</i>	<b>August 1, 2024</b>
<i>Department</i>	<b>Procurement</b>	<i>Deadline</i>	<b>August 14, 2024 – 4:00 p.m.</b>
<i>Division</i>	<b>Support Services</b>		
<i>Position Type</i>	<b>Career Service – 12 months probation</b>	<i>Pay Range</i>	<b>\$8.21/hour - \$8.54/hour</b>
<i>Reports To</i>	<b>Procurement Manager</b>	<i>Job Grade/Status</i>	<b>D/4/A – D/5/A, Non-Exempt</b>

### *Major Duties & Responsibilities*

The primary objective of the position is to perform a variety of administrative and clerical duties in processing procurement requests for the acquisition of all types of commodities and services necessary. Stays aware of market conditions, availability of all types of commodities and services, and maintains contact with officials of both local and off-island suppliers and vendors to facilitate problem resolution of procurement related issues. Resolves purchase order discrepancies, making changes and/or updates as needed. Provides assistance in verifying invoices, contract payments; to ensure the sourcing, negotiation and supply of materials, equipment and other services is in accordance with the procurement code. Other duties as assigned.

### *Minimum Requirements*

<i>Education</i>	Associate Degree in Business Administration or related field.
<i>Experience</i>	Three (3) years related work experience in procurement or general office accounting work is required in addition to the minimum education requirement.
<i>Skills, Abilities, Job Requirements</i>	<ul style="list-style-type: none"> <li>• Familiarity with common procurement concepts, principles and practices</li> <li>• Computer literate and competent in using standard office software.</li> <li>• Possess excellent planning and organization skills with the ability to manage multiple demands through independent judgment and personal initiative.</li> <li>• Basic negotiating skills.</li> <li>• Comfortable with requesting and processing information in a timely manner.</li> <li>• Excellent skills in verbal and written English communication.</li> <li>• Basic skills in accounting and mathematics.</li> <li>• Possess and maintain an excellent attendance record.</li> </ul>

***Qualified applicants:*** Please submit a completed ASPA Employment Application with a copy of your resume to ASPA (address listed above) by the deadline listed above. Attach copies of credentials and transcripts. Candidates selected for hire must pass examinations (when applicable), pre-employment clearances & test negative on employment drug test. ASPA reserves the right to waive education and experience requirements as necessary. Salary will commensurate with experience and education. No phone inquiries accepted.

***An Equal Opportunity Employer \* A Drug Free Workplace***