



## PUBLIC NOTICE

**Program** – CDBG-DR

**Title** – Procurement Specialist

**PRDOH** – Oficial de Contratos

**Area** – Procurement Division

**Required Skills and Qualifications:**

- Bachelor Degree in Business Administration.
- 3-year experience in the professional field of preparing and revising contracts.
- Bilingual English/Spanish.
- Coordinates and develops duties related to the evaluation of contracts and the revision of proposals related to the administration of the services of the CDBG-DR Program, to assure that they comply with federal and state laws and regulations.
- Obtains information and analyses proposals from contractors, suppliers and service providers with the purpose of qualifying them.
- Sets dates and assists in reunions with the different department areas related to the contracting process.
- Prepares and handles documents related to the contracting services and the changes that arise.
- Collaborates with the supervisor the development of the plans and corrective actions in response to the deficiencies identified.
- Registers the signed contracts in the electronic Register of the Puerto Rico Comptroller Office.

**Reports to** – Deputy Director of Procurement

Interested candidates please send the resume to the following email address: [infocdbg@vivienda.pr.gov](mailto:infocdbg@vivienda.pr.gov) (include subject: "**EMPLOYMENT OPPORTUNITY**").

This position is subject to Section 3 from the Housing and Urban Development Act of 1968. Under Section 3 public housing residents (including section 8 residents), or low-income citizens who live in the vicinity of a HUD-assisted project, can receive recruitment or contracting priority. It is important to comply with all of the requirements of the contractor opportunity or position.