DC HIRES VETS
"SERVING THOSE WHO SERVED"

JOB TITLE	Procurement Compliance Specialist		
GRADE	12/13	SALARY RANGE	Negotiable; up to $87,931.00

JOB SUMMARY

The Office of Contracting and Procurement (OCP), a dynamic public agency, managing the acquisition of over $5.6 Billion in goods, services, and construction annually, is seeking to hire business advisory minded professionals. OCP is powered by a robust, diverse team of innovative professionals committed to improving the quality of life for District residents and visitors by supporting the unique programmatic needs of over 77 District Government agencies through contract and procurement with industry. Our Procurement Training Institute (PTI) offers thousands of classroom hours each year educating and training OCP employees in procurement best practices, current laws and regulations and business advisory skills when engaging with Districts agencies and the vendor community. OCP's resourceful team also identifies ways to reuse millions of dollars in surplus property by

DUTIES AND RESPONSIBILITIES

Within OCP, the Office of Procurement Integrity & Compliance (OPIC) is responsible for conducting internal audits, investigations, and operational assessments of procurement processes and functions. OPIC is a peer-reviewed, internal audit organization, purposed to identify, prevent and report instances of fraud, mismanagement and non-compliance with governing procurement law, and provide analytic expertise and guidance to OCP Leadership in support of OCP's strategic objectives and initiatives. OPIC is also the principal liaison between OCP and the District's Office of the Inspector General (OIG), and other external audit bodies.

The incumbent reports to the Supervisory Procurement Compliance Analyst and conduct a wide-range of compliance and performance audit functions, including analyses, research, related project administration and support.

QUALIFICATIONS AND EDUCATION

Experience within a compliance or quality assurance program; Thorough understanding of government procurement practices and processes; excellent writing skills; experience with internal audits

Qualifications: See www.opm.gov for applicable qualification standards.

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