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# IRS

## Department of the Treasury Internal Revenue Service

The Internal Revenue Service is looking to hire motivated acquisition professionals interested in providing America's taxpayers top quality service. The agency's Procurement office plans to fill 80 vacancies nationwide, many of which are contract specialists.

The IRS Procurement office provides acquisition services for IRS business units, Treasury departmental offices and Information Technology for the Bureau of

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in enabling the IRS mission. We're looking for the "best of the best" to join Team Procurement."

Contract specialists are responsible for a full range of planning, directing and administering complex acquisitions, which are often service-wide in scope and for pre- and/or post-award. Contract specialists will also:

- Assist customers in developing statements of work and procurement strategy.
- Develop evaluation plans, pricing methodologies and administration plans.
- Recommend streamlining initiatives and utilize the use of innovative principles to improve procurement operations and customer service.
- Serve as an advisor on acquisitions for complex equipment, supplies and services, which have a significant impact on the effectiveness of the entire tax system nationwide.
- Solicit contractual proposals, as well as negotiate, execute, administer and terminate public contracts for the Service.
- Perform contract administration functions, such as verifying evidence of contractor's progress, negotiating modifications, issuing termination notices, reviewing contract claims, approving payments and conducting contract closeouts.
- Ensure that all requirements of law, executive orders, regulations and other applicable procedures have been met and report all unlawful behavior.

Interested individuals can apply by creating a profile at [usajobs.gov](https://www.usajobs.gov). To see all available IRS positions or share these job postings with friends, family or neighbors who may be interested and qualified for the positions visit <https://www.jobs.irs.gov/careers>.

The IRS is an equal opportunity employer. All employees must be U.S. citizens, pass an FBI fingerprint check and tax compliance verification, and meet the mandatory

education, training and experience qualification requirements.

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