

USAID VACANCY ANNOUNCEMENT # VN09-004

TO: All Mission Employees
FROM: Sheila Samuels, Sup. Executive Officer
SUBJECT: Vacancy Announcement - Acquisition Specialist
DATE: June 26, 2009

The United States Agency for International Development (USAID) in Lima, Peru is seeking applications for the following position:

Position Title: Acquisition Specialist
Pos. No. and Grade: FSN 10, C-220
Division/Office: Regional Contracting Office

BASIC FUNCTION OF POSITION

The Acquisition and Assistance Specialist assists USAID/Peru and its client Missions (USAID/Brazil, Ecuador and Paraguay) Technical Offices with achieving implementation results and therefore their portfolios goals and objectives. The incumbent does this by applying high-level acquisition and assistance (A&A) knowledge, skills and abilities while working as independently as possible on activity design and implementation related A&A assignments. Responsibilities involve a wide range of A&A actions (including complex ones, e.g., performance based, cost type contracts) with the requirement that the incumbent function effectively within his/her assigned Mission SO topic areas. While there is an element of repetition (e.g., similar actions within broad procedural groupings) individual actions can be unique and multifaceted. Besides being able to apply professional procurement skills multisectorally, incumbent will be expected to fulfill a leadership role for USAID employees, plus deal with multiple U.S. and host government entities and the complications of cross cultural business dealings. Assignments will generally be long-term in nature, and besides A&A expertise, knowledge of economic and project management procedures and principles, as well as SO program structure and monitoring is required.

MAJOR DUTIES AND RESPONSIBILITIES

The Acquisition and Assistance Specialist serves as one of the Regional Contracting Office's FSN procurement specialists and advisors for a broad range of USAID A&A activities, to occasionally include high dollar, complex competitive procurement actions but more generally including assistance, modification, delivery and purchase order, and related actions. The incumbent exercises leadership in conducting technically proficient procurement, fully complying with all relevant laws, regulations and procedures performed in a value adding, team centric and customer oriented manner.

1. Pre-award Expertise and Services - 15%

Performs all actions required to conceptualize, plan, solicit, negotiate and award many kinds of procurement actions of varying complexity. Conducts A&A planning and subsequent pre-award activities fully supportive of the Mission's strategic and special objectives and related results expectations and requirements:

- a. Fully understands performance based A&A principles with a resulting capability to meld RCO procurement services into specific contributions to appropriate Strategic/Special Objectives (SOs), Intermediate Results (IRs), and lower level indicators, outputs and inputs.
- b. Elicits requirements. reviews requests to include consulting on scope of work or program description documents, and manages the A&A process whereby the comprehensive requirements of the Federal and USAID Acquisition Regulations (FAR and AIDAR), Contract Information Bulletins (CIBs), Acquisition and Assistance Policy Directives (AAPDs), etc., are used to competitively, or when justified via other means, proceed through the entire request for proposals or applications process. Some assignments involve noncompetitive actions but the incumbent must still manage the technical and commercial evaluation plus subsequent negotiation processes in all actions to arrive at contractually appropriate instruments. This includes completing fully documented files with certifications, negotiation memoranda reflecting complete explanations for RCO decision rationales, a comprehensive record of commitments and obligations of the parties, and of course fully executed contract or grant documents.

2. Post-award Expertise and Services - 25%

Performs all actions required to administer the complete variety of A&A instruments from contractor/grantee mobilization through to closeout. Relies on a comprehensive mastery of the Mission SO Plan, FAR, AIDAR and other procurement guidance sources to conduct performance based administration which maximizes the specific contributions of all parties towards achievement of the Mission's IRs and SOs.

- a. With the objective of maximizing problem avoidance over reaction, exercises a leadership role during the administration phase to include coordinating with technical, controller and legal officers, conducting meetings and conferences as required. Interpreting contract or grant provisions, and negotiating and finalizing instrument modifications when warranted.
- b. Coordinates special requirements with other U.S. Government offices and agencies, primarily including the Inspector General, Defense Contract Audit Agency and Small Business Administration. Ensures that results contractually required are documented and that A&A actions are properly closed out, to include resolving indirect cost matters and preparing any needed final modifications.

3. Technical Team Membership and Support Services - 15%

Serves on one or more Technical Teams. Collegially represents the A&A viewpoint with the objective of having all team members fully understand and appreciate the value adding nature of the procurement function, how to obtain needed services or assistance per SO time schedules, as well as the statutory and procedural requirements established by Federal and USAID authorities for the purpose of protecting the U.S. and host country partner government's best interests.

4. Mission and Regional Support Services. - 25%

As one of the region's accomplished acquisition specialists, provides crucial international and local knowledge, consultation and advice to senior Mission management as well as program continuity for achievement of results package results. Establishes and maintains an authoritative Regional presence to include performing Independent travel and providing A&A advice and training for FSN and U.S. direct hire (or other staff) for regional clients of the RCO.

5. Provide day-to-day support to Latin American Countries (LAC) GLAAS users and serve as a problem solver to any issues that may arise.

6. Performs other job related duties as assigned.

DESIRED QUALIFICATIONS:

Education: BA/BS degree in an appropriate, business related subject is required. In the absence of a Bachelors Degree, three years of progressively responsible, job-related, professional level experience may be substituted.

Prior Work Experience: 3-5 years of progressively responsible experience in business, procurement, negotiations or a related topic, at least two of which should be with International Organizations is required.

Post Entry Training: Incumbent must complete an initial set of A&A courses, plus skills maintenance and upgrade training throughout his/her employment. Most training involves international travel for periods of up to two or three weeks.

Language Proficiency: Level IV (fluent) English language ability is required. The incumbent must have excellent written and verbal communication skills in both English and Spanish.

Knowledge: Thorough knowledge of all applicable A&A regulatory and procedural guides, U.S. Government procurement practices, host government procurement rules, as well as knowledge of how commercial businesses and nonprofit organizations (NGOs) are motivated and operate to include marketing, accounting and administrative systems, indirect costs, and profit objectives.

Abilities and Skills: Excellent analytical skills, plus the ability to anticipate and evaluate future outcomes based upon current events.

Retentive memory, to allow recall of pertinent data from voluminous regulations. Excellent organizational skills, with ability to handle many

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assignments simultaneously while keeping all going forward notwithstanding each being at a different life cycle stage.

Incumbent must be completely suited to an office as the norm, but adaptable for travel to remote locations both via air or less comfortable surface means. The work environment is highly computerized, hence he/she must be computer literate, fully able to master and work through word processing and spreadsheet programs, as well as computer "desk top" programs such as the USAID Document Generation System.

USAID/Peru, an equal opportunity employer, does not discriminate on the basis of race, color, religion, nationality, sex, age, physical or mental disability.

Candidates will not normally be considered for higher-level positions during their probationary period.

To apply for this position, interested candidates should submit the following or the application will not be considered:

1. For applicants within the Mission: Please submit a Memorandum of Application, a resumé and Form OF-612.
2. For applicants outside the Mission: Please submit a current resumé/curriculum vitae as well as a letter of application.
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

All completed applications must be returned to USAID/Peru Human Resources Office by 4:00 p.m. Friday, July 10, 2009. Applications received after the closing date will not be accepted.

Prepared by:
EXO/HR