



**VACANCY ANNOUNCEMENT**  
**USAID**  
**AMERICAN EMBASSY, ABIDJAN**  
**COTE D'IVOIRE**

**ANNOUNCEMENT NUMBER: 35-15**

**OPEN TO:** Current employees of the Mission / All Agencies

**POSITION:** Acquisition and Assistance (A&A) Specialist; USAID/FSN/PSC; FSN-09

**OPENING DATE:** September 23, 2015

**CLOSING DATE:** October 07, 2015

**WORK HOURS:** Full-time, 40 hours/week

**SALARY:** Position Grade: FSN-09

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy/USAID in Abidjan is seeking an individual to fill an **Acquisition and Assistance Specialist** position in the USAID Côte d'Ivoire Field Office.

**BASIC FUNCTION OF POSITION**

The primary purpose of this position is to perform a variety of acquisition and assistance duties including writing grants, cooperative agreements, contracts, and other procurement instruments and preparing amendments in support of the Mission. The Acquisition and Assistance Specialist reviews, recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); s/he reviews and recommends approval or revision of scopes of work (SOW); drafts requests for proposal or quote; performs cost and price analysis; analyzes proposals or quotes received; drafts contracts and contract modifications; analyzes contractor-proposed budgets; recommends revisions to various contract provisions; writes Memoranda of Negotiation; and, prepares other required documentation. The A & A Specialist maintains contract files and records up to date, prepares Contractor Performance Reports (CPRs), and supports award closeouts. The incumbent provides guidance related to administrative award modifications. S/he is responsible for carrying out day-to-day activities in an independent manner.

A copy of the complete position description listing all duties and responsibilities is available at <http://abidjan.usembassy.gov/pds.html>.

***Important Notice:*** "Applicants must submit a completed DS-174 form, a current curriculum vitae (resume) that provides the same information listed in Appendix B and found on the UAE or a combination of both. To view the new form (English and French versions) as well as the instructions for completing it, please click on the following link: [http://abidjan.usembassy.gov/how\\_to\\_apply2.html](http://abidjan.usembassy.gov/how_to_apply2.html)

***When submitting your application via email, please always start the subject line with the Vacancy Announcement's number followed by the position title.***

***E.g.: VA No.35-15; Acquisition and Assistance Specialist; USAID/FSN/PSC; FSN-09***

## QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required.
2. Four or more years of progressively responsible experience in acquisition and assistance, development assistance, or a closely related field is required.
3. **Level IV (Fluent) English and French** proficiency both oral and written, is required. ***Language proficiency will be tested.***
4. Knowledge of public and/or private-sector business processes is required.
5. At this level, knowledge of US Federal and USAID Acquisition Regulations, or knowledge and understanding of how to execute and administer an acquisition and portfolio, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types.
6. The ability to plan and administer acquisition activities, and provide adequate acquisition assistance and support for agency programs and projects in a timely manner.

**NOTE:** THIS POSITION IS BEING ADVERTISED AT A DEVELOPMENTAL GRADE FSN-09. ATTAINMENT OF HIGHER GRADE LEVEL IS CONTINGENT UPON THE SPECIALIST (TRAINEE) SUCCESSFULLY COMPLETING REQUIRED TRAINING, MEETING AGREED-UPON OBJECTIVES AND MILESTONES, AND PERFORMING IN A FULLY SUCCESSFUL (OR EQUIVALENT) MANNER AFTER 1 YEAR IN THE POSITION.

1st year: developmental salary range (FSN - Grade-09) = F CFA 15,416,512 - F CFA 24,190,232 p.a.,

Full performance salary range (FSN Grade-10) = F CFA 19,677,569 – F CFA 31,007,919 p.a. (depending on qualification and experience)

## SUBMIT APPLICATION TO

The Human Resources Office  
Attention: Recruitment Section  
American Embassy, Abidjan  
01 B.P. 1712 Abidjan 01  
Cote d'Ivoire

Fax: (225) 22-49-41-02 or via email to: [AbidjanHR@state.gov](mailto:AbidjanHR@state.gov)

## POINT OF CONTACT

The Human Resources Office  
Telephone: 22-49-40-00  
Fax: (225) 22-49-41-02

**CLOSING DATE FOR THIS POSITION: October 07, 2015**

The U.S. Mission in Abidjan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.