



Memorandum

DATE: December 11, 2012
FROM: Michael Rossman, Acting Supervisory EXO /S/
SUBJECT: Vacant Position: Procurement Agent
TO: US Mission Locally Employed Staff Only

OPENING DATE: [December 11, 2012](#)

CLOSING DATE: [December 25, 2012](#)

GRADE LEVEL: **FSN PSC - 09 (FCFA 8,237,452 to FCFA 12,768,052)**
(If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the position classification grade).

The U.S. Agency for International Development, co-located with the US Embassy Bamako, is seeking one individual as Procurement Agent for its Acquisition & Assistance Office.

BASIC FUNCTION OF POSITION

The incumbent works directly under the administrative and technical direction of the Contracting and Agreement Officer of USAID/Mali. The incumbent responsibilities are in support of the acquisition and assistance processes for the entire USAID/Mali Mission. S/he works closely with the administrative, program and technical offices.

USAID/Mali has an annual program budget level of approximately \$140 million.

S/he handles a variety of acquisition and assistance administrative tools, and facilitates the procurement process through active participation in contract and grant administration. Administrative duties include development and administration of the Mission's procurement plan, reporting, tracking, annual contractor reviews, soliciting, negotiating, and preparing purchase orders for contracting officer signatures, review of GLAAS purchase requests, administrative terminations, closeout and de-obligation of un-liquidated funds from completed contracts and grants.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent handles a variety of acquisition and assistance instruments, and facilitates the procurement process through active participation in the initial planning process, to the final execution of the contract or grant. In contract administration, the incumbent is responsible for counseling team members by assisting in the interpretation of contractual terms and other contract administration functions. Other administrative duties include terminations, closeout and de-obligation of un-liquidated funds from completed contracts and grants. Specifically, the incumbent performs the following duties:

- a. Examines procurement requests for completeness and accuracy and contacts the requestor for any clarification or additional documentation. Maintains a tracking system on A&AO procurement actions for all Technical Offices to ensure that all follow-up dates are met, closely tracking all due dates. Responsible for maintaining a log for all the incoming, assigned, in process, completed and pending A&AO transactions and their weekly presentation in the form of a Matrix. Organizes, maintains and updates the pertinent information on local and regional active contracts, grants, agreements, IQCs, Buy Ins, PASAs; purchase orders, close-outs, and completed contracts, grants and agreements.
- b. Responsible for preparing simplified acquisition documents (up to \$150,000 in value) from the solicitation stage to the final award and Petty Cash procurement. Prepares and issues requests for quotations, proposals and applications, and personal service contractor announcements for the office, and manages all transactions and other support offices (EXO, FMO, PRM).
- c. Organizes, maintains and updates A&AO close-out actions. Creates and manages a central system and tracks the system with indices to keep track of the actions through the various necessary steps. Makes sure that all required data is received and completed. Remove and seal all closed-out files. Coordinate with Records & Files Coordinator to send boxes to central files for storage. Ensure Close-out logs and cabinets are well maintained.
- d. Works with all Technical offices in conjunction with the A&A Specialists to update, track, and ensure compliance with agreed to procurement plans.
- e. Reviews and clears all Customs and VAT exemptions requests initiated by Mission Implementing Partners and Contracting Agencies before they are submitted to the Executive Officer or his/her Deputy's signature.
- f. Provides clear guidance and/or recommendations to USAID Technical Offices and Contracting Agencies regarding title transfer procedures of vehicles from a specific project/individual to another one or from a US/TCN PSC to another individual holding same exemption privileges. Directs disposal of AID-Financed vehicles/goods to the GOM (Government of Mali) following a Program Activity Completion Date (PACD).

MINIMUM QUALIFICATIONS: To be considered for this position, applicants must meet the minimum qualifications

1. Mali Locally Employed Staff of USG at time of hire;
2. Possess a Bachelor's degree in business administration, finance, marketing, commerce, accounting, international trade, industrial management, law or related fields. BA/BS degree in an appropriate business related subject area is preferable – AA in business related subject area is required (minimum education level).
3. Minimum of three years of progressively responsible, business and/or development experience. Experience in the field of acquisition and with U.S. Government regulations is desirable. Relevant experience is defined as some combination of experience in commercial business, good information management skills and a wide knowledge of the current market and environment.

SELECTION FACTORS: To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the announcement

QUALIFICATIONS REQUIRED

- a. **Education (30 points):** The applicants must have a bachelor's degree in business administration, finance, marketing, commerce, accounting, international trade, industrial management, law or related fields. BA/BS degree in an appropriate business related subject area is preferable – AA in business related subject area is required (minimum education level).
- b. **Prior Work Experience (30 points):** Minimum of three years of progressively responsible, business and/or development experience. Experience in the field of acquisition and with U.S. Government regulations is desirable.
- c. **Language Proficiency (20 points):** Good working knowledge and commercial English level III. French level IV is required.
- d. **Knowledge/Skills and Abilities (30%):** The incumbent must have knowledge of general procurement practices, as well as sound knowledge of how commercial businesses and nonprofit organizations (NGOs) are motivated and operate is desirable. At least advanced understanding of what is going on the country politics and economy. The job also requires good information management skills and a wide knowledge of the current market and environment and a high sense or sensitivity to changes and their effects. H/she must have retentive memory to allow recall of pertinent data from voluminous regulations.

Excellent organizational skills, with ability to handle many assignments simultaneously while keeping all going forward notwithstanding each being at a different life cycle stage is required. Computer Skills: Demonstrated Experience with MS Excel, MSWord, MS Access for database creation and administration required. Working knowledge of MS PowerPoint preferred.

Maximum Evaluation Score: 100

POSITION ELEMENTS

- a. **Supervision Received:** Reports to the Contracting Officer or designee.
- b. **Available Guidelines:** Federal Acquisition Regulation (FAR), AID Acquisition Regulation (AIDAR); AID Handbook (HB) 1 Supplement B – Procurement Policy; HB 12 – Use of Federal Agencies; 14, 15 and 23, Acquisition and Assistance Policy Directives (AAPD), Contract Information Bulletin (CIBs); Office of Procurement Acquisition Memoranda (OPAMS); U.S. Department of State Standardized Regulations; Office of Management and Budget (OMB) Circulars; Comptroller General Decisions and others. Must be familiar with procedures including local shipping regulations, mission orders and keep abreast of the frequent changes that occur in the above guidelines.
- c. **Exercise of Judgment:** Must exercise judgment in preliminary selection of potential suppliers in selection of responsive and responsible bidder and in working relationship established with US Government agencies, and in follow-up on procurement.
- d. **Authority to Make Commitments:** None
- e. **Nature, Level, and Purpose of Contact:** The incumbent will have direct contacts with on and off-shore suppliers, US Freight Forwarders, US Dispatch Agents, RPSO/Frankfurt, GSA, AIDWCIO and M/OMS as well as local suppliers.
- f. **Supervision Exercised:** None
- g. **Time Required Performing Full Range of Duties after Entry in the Position:** Immediate

SELECTION PROCESS

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

ADDITIONAL SELECTION CRITERIA

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

TO APPLY:

Qualified individuals are requested to submit the following documents in order to have a complete application package:

1. A U.S. Federal Employment Form DS-174 found directly under the U.S. Embassy site <http://mali.usembassy.gov> available job opportunities.

The DS-174 must be signed and those submitted unsigned will be rejected.

2. A resume or curriculum vitae relevant to the position for which the applicant is applying;
3. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the Human Resources Management Assistant position.
4. Applicants are required to provide three (3) to five (5) professional references with complete contact information including email address and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives
5. Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

SUBMIT APPLICATION

Human Resources Management Office - Email: bamakohrmvacancies@usaid.gov

Detailed Statement of duties and the qualification requirements for the position is available at U.S. Embassy main entrance guard booth. ([USAID Mali, c/o American Embassy, ACI 2000, B.P. 34, Bamako, Mali](#))

CLOSING DATE FOR THIS POSITION: December 25, 2012

The US Mission in Mali 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.