

## **ANNOUNCEMENT NUMBER: 11-001**

**OPEN TO:** Current employees of the Mission; Foreign Service Nationals only.

**POSITION:** **ACQUISITION AND ASSISTANCE SPECIALIST,  
FSN -10**

**OPENING DATE:** January 13, 2011

**CLOSING DATE:** January 29, 2011

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

**SALARY:** \*Ordinarily Resident: US\$53,905 p.a. (Starting base salary)  
(Position Grade: FSN-10)

**LENGTH OF HIRE:** Permanent Position

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

The U.S. Agency for International Development (USAID) in Luanda is seeking individuals for the position of Acquisition and Assistance (A&A) Specialist to be placed in the Program Office at USAID.

### **BASIC FUNCTION OF POSITION**

The Acquisition and Assistance Specialist (A&A) position is located in Program Office (PRG) under the supervision of the Supervisory Program Officer. The A&A is responsible for procurement planning for a portfolio of direct contracts and assistance instruments totaling over 60 million dollars annually. The position is responsible for guiding technical teams on procurement related issues, and serves as the primary liaison with the Regional A&A Officer (RAAO) in Pretoria. The A&A develops and maintains policy and procedures for the full spectrum of procurement-related actions, and orchestrates the various actors to ensure all funding is obligated in a timely way. Is responsible for providing contracting and assistance procurement support to the RAAO on a regular basis, which includes TDYs to Pretoria, and provides advice and assistance to technical offices. The A&A will also serve as lead interlocutor for USAID with the Embassy on purchase orders.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 22264125

## **QUALIFICATIONS REQUIRED**

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

1. **REQUIRED EDUCATION:** A University degree in law or the social sciences is required.
2. **REQUIRED WORK EXPERIENCE:** Minimum of three years of progressively responsible experience in the field of law, procurement, accounting or finance is required.
3. **REQUIRED LANGUAGES:** Fluent Portuguese and excellent written and oral English communication skills are required, (Level 4)
4. **REQUIRED TECHNICAL KNOWLEDGE:** Past working knowledge of directives and regulations and how to apply them to organizational processes and procedures. Familiarity of federal and agency contracting laws, regulations, principles, and procedures, and methods of contracting are desired. Familiarity with commodities and/or services used by development organizations and sources of supply, recent developments and trends, and economic factors affecting procurements desired. Knowledge of negotiation techniques sufficient to negotiate prices, terms and conditions, contract modifications and settlements, desired.
5. **OTHER REQUIRED SKILLS/ABILITIES:** Solid planning and organizational skills is imperative, as well as excellent analytical skills and the ability to evaluate work statements and budgets. Good memory to absorb a great deal of data through reading and to recall it (e.g. if and where regulatory guidance exists to fit a given situation). Excellent organizational skills to perform time management and work on many actions at the same time, keeping them all moving forward to completion even though each is at a different life-cycle stage. Must possess solid teamwork and customer service skills, and have outstanding verbal communication and interpersonal skills. Must be able to use excel and organize information in clear and easy to digest formats. Ability to work with diverse actors and shepherd them through a processes is a must.

## **ADDITIONAL SELECTION CRITERIA**

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

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612;
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

\* **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

## **SUBMIT APPLICATION TO**

USAID/Angola  
Attention: HR Office  
Av Presidente Houari Boumediene, No. 32, Luanda  
Email: [hirusaidangola@usaid.gov](mailto:hirusaidangola@usaid.gov)

## **POINT OF CONTACT**

Human Resources Office  
Attention: Julia Almeida  
Telephone: 222641251  
FAX: 222641262

**CLOSING DATE FOR THIS POSITION: January 29, 2011**

The US Mission in Angola 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.

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Maureen Yates  
HR Officer