



The United States Agency for International Development (USAID/Azerbaijan) is seeking motivated individuals for the position of:

**Acquisition and Assistance (A&A) Agent, FSN-09**

**OPEN TO: All Interested Candidates**

**OPENING DATE: April 25, 2012**

**CLOSING DATE: May 09, 2012**

**Basic Function:** The Acquisition and Assistance Agent is located in the Program Project Office (PPO) of USAID/Azerbaijan, which is responsible for providing acquisition and assistance support to three technical offices in the Mission. The selected individual will be involved in the negotiation, preparation of Awards for Contracting/Agreement Officer's signature, administration of Acquisition and Assistance instruments and contract close-out activities. Working closely with the Senior Acquisition and Assistance Specialist, the incumbent conducts the award process, generally for non-competitive awards, provides the technical evaluation panel with past performance records and prepares discussion letters to offerors/applicants describing deficiencies in their technical proposals/applications for the Contracting Officer's review and approval; conducts the cost evaluation process by analyzing cost proposal/applications for allowability, allocability and reasonableness in accordance with the appropriate cost principles, including, inter alia, a review of indirect cost rates and any ceilings proposed, proposed subcontracts and subawards, and proposed cost sharing (if appropriate). The incumbent negotiates price and/or individual costs and technical requirements (as described by technical officers) with prospective contractors and recipients to ensure that all USAID requirements are met and that the price of the award is fair and reasonable; negotiates and prepares modifications to contract and assistance awards for unfunded extensions, increases in ceiling price, incremental funding, and changes to contract terms and conditions, among others; prepares more complex modifications with guidance from Contracting Officer; prepares Negotiation Memoranda, documenting and describing all relevant aspects of an award, including competition (or exceptions thereto), selection, cost analysis, responsibility determination and basis for award, for Contracting Officer review and signature; performs a wide variety of actions to support Technical Office team(s) in post-award contract and agreement administration and monitoring of performance by reviewing contractor or recipient reports, attending meetings with contractor or recipient staff, and personal contacts and site visits, as necessary. The Selected individual responds to contractor and recipient correspondence and action requests in accordance with applicable regulations, including personnel, salary and travel approvals, consent to subcontracting, source, origin and nationality or other waivers, disposition of property, etc.; prepares acquisition and assistance award documents for Contracting Officer review and signature, ensuring all relevant clauses or provisions and special instructions (such as Substantial Involvement or Reporting) are included;

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ensures award documents are distributed appropriately. In conjunction with Contracting Officer's Representative (COR) and/or Agreement Officer's Representative (AOR), the incumbent monitors contractor and recipient performance and achievement of results, notifying the Contracting Officer of any deficiencies or problems; negotiates and prepares closeout modifications and corresponding documents such as Award Data Sheets, Distribution sheets, etc.; prepares for final signature of the cognizant Contracting officer, the final closeout report (with all required attachments) for each closed-out contract, grant, or cooperative agreement; assists host country governments and regional organizations in closing out host government and/or regional organization contracts for which the RCO has responsibility.

**Position Grade:** Full performance grade level for this position is: FSN-09. A training grade level, below FSN-09, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

**Required Qualifications:**

**Education:** Possession of a bachelor's degree or equivalent in Business Administration, Public Administration, Accounting, Economics, Law or another appropriate subject.

**Work experience:** From three to five years of progressively responsible professional experience in a field such as audit, accounting, development assistance, procurement or business administration is required. Two years of this experience should be with a US government agency, corporation, and/or other international organization(s). Previous experience in the field of acquisition and assistance is a plus.

**Language Proficiency:** Level IV (fluent) in English and Azerbaijani is required.

**Knowledge:** The selected individual should have a good understanding of negotiated procurement procedures, various types of contract and assistance instruments, and contract and grant administration principles and practices; a good knowledge of international and local business practices; knowledge of local laws and regulations applicable to acquisition and contract or assistance administration, knowledge of how commercial businesses and non-profit organization operate and are motivated. Demonstrated ability to organize and manage acquisition/assistance actions effectively; ability to apply acquisition/assistance regulations and procedures to individual actions; and ability to deal effectively with mid and high level officials of agency/host government/private sector is required. Must have analytical skills in order to research federal regulations for acquisition and assistance actions and working knowledge of standard software packages utilized by USAID, including Microsoft Word, Excel, and the ability to do research on the internet.

**Skills and abilities:** The employee exercises initiative and judgment in the negotiation, award and administration of both acquisition and assistance for the Contracting Officer's review. The employee is expected to independently apply his or her knowledge of acquisition and assistance regulations and procedures to accomplish assignments. The Supervisor assigns work in terms of priorities and provides assistance on unusual or complex actions or training assignments.

**How to apply:**

Completed Application Form DS-174, a Current Résumé/CV, and a cover memo highlighting your qualifications specifically related to the position description must be sent to the following e-mail address: [hr-Baku@usaid.gov](mailto:hr-Baku@usaid.gov). All applications must have the position number 112-12-02 and position title identified. Late applications will not be accepted.

**Only short-listed applicants will be contacted. Telephone calls or individual appointments will not be accepted.**