



**U.S. EMBASSY
BRIDGETOWN, BARBADOS
ADMINISTRATIVE NOTICE**

No. 021/12N

Date: February 28, 2012
Position: **Acquisition and Assistance Specialist, USAID**
To: All interested FSN candidates
From: Penelope Thomas-Attar, Regional Executive Officer, USAID
Opening Date: February 27, 2012
Closing Date: March 09, 2012
Work Hours: Full time / 40 Hours per week
Starting Salary: BD\$110,825.00 FSN Grade 10 Equivalent
(offer will depend on salary history)

The USAID Mission to Barbados and the Eastern Caribbean is seeking an individual for the position of Acquisition and Assistance Specialist.

Basic Function

The Acquisition & Assistance (A&A) Specialist provides professional expertise in the acquisition and assistance field to USAID/Barbados and Eastern Caribbean to support each technical office in the Mission to achieve implementation results and their development goals and objectives through contracts and grants, Cooperative Agreements and other instruments awarded by the Regional Contracting Office. The incumbent will work with the full Mission program budget which is approximately \$26 Million in FY11.

The incumbent is expected to perform the full range of procurement duties, including developing comprehensive procurement planning strategies and appropriate solicitation documents, and conducting analysis, evaluation, and negotiation of a wide variety of acquisition and assistance documents, and managing implementation of these awards. S/he is responsible for ensuring that the most critical acquisition/assistance instruments are negotiated, completed, executed and

administered in a timely and effective manner that effectuates the achievement of critical Mission goals. S/he works closely with and under the guidance of the Regional Contracting Officer based in USAID/Dominican Republic on activities in Barbados and the Eastern Caribbean. This includes attending leadership meetings and other key policy sessions including Management Control Review Committee meetings. S/he is recognized by his/her colleagues from both within and outside the Mission as an expert in providing assistance to contractors and recipient organizations abroad by means of awards that support or stimulate their programs. S/he has a thorough understanding and knowledge of acquisition/assistance laws, principles, policies, regulations and procedures to plan and manage acquisition and assistance actions which have a variety of multi-million dollar funding levels, are of critical importance to USAID, and require the resolution of various issues and problems for which few precedents exist.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Human Resources Office, (Telephone number 227-4342).

Required Qualifications

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

I. Education:

Education: A Bachelor's degree (or host country equivalent) is required, preferably in the field of Accounting, Business, Management or Economics.

II. Prior Work Experience:

A minimum of four (4) years of progressively responsible experience in the field of procurement/acquisition and assistance and management.

III. Language Proficiency (level and specialization):

Level IV ability to read and write in English is required.

IV. Job Knowledge:

A thorough practical and theoretical understanding of procurement and fundamentals of contract law is required. Knowledge of business processes in public and private sectors; must have thorough working knowledge of computer spreadsheet applications (Excel) and other Microsoft Office applications (MS Word and MS Power Point; must have basic understanding of project monitoring and management. Working knowledge of acquisition/assistance principles and procedures.

V. Skills and Abilities:

Demonstrated ability to organize and manage acquisition/assistance actions effectively; ability to apply acquisition/assistance regulations and procedures to individual actions; analytical skills required in order to evaluate and summarize all parts of procurement actions and present it in writing and orally in a clear and concise manner; ability to deal with mid-high level officials of agency, client Missions and contractors/grantees in an effective and tactful manner. The ability to work calmly, tactfully and effectively under pressure is essential as well as to maintain strict CONFIDENTIALITY AND HIGH ETHICAL STANDARDS throughout all phases of acquisition and assistance procurement actions.

Excellent interpersonal skills to work effectively as a team member in a culturally diverse environment. Must possess tact and diplomacy and strong interpersonal skills to work effectively as a team member and to interact with staff, regional center representatives and program implementers, and have the flexibility to adapt to changing priorities.

Additional Selection Criteria

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

To Apply

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); and
2. A current resume or curriculum vitae
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

Copies of the complete Position Description listing all duties and responsibilities is available in the Bridgetown Human Resources Office. You may submit your application to BridgetownHumanResources@state.gov or to the following mailing address:

***Human Resources Office
U.S. Embassy
Willey Business Park
St. Michael BB14006
Telephone: 227-4342
Fax: 227-4048***

ONLY THOSE RESUMES THAT MEET THE MINIMUM REQUIREMENTS WILL BE REVIEWED BY THE SELECTION COMMITTEE.

***APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS
March 09, 2012***

This email is UNCLASSIFIED.