



**U.S. EMBASSY
BRIDGETOWN, BARBADOS
VACANCY ANNOUNCEMENT 15-022**



DATE: June 23, 2015

POSITION: **Acquisition & Assistance Specialist, USAID**

TO: All Interested Candidates

FROM: Ken Seifert, USAID Regional Executive Officer

OPENING DATE: June 15, 2015

CLOSING DATE: July 3, 2015

WORK HOURS: Full time / 40 Hours per week

STARTING SALARY: BDS\$110,825.00 FSN Grade 10 Equivalent
(Offer will depend on salary history)

The USAID Mission to Barbados and Eastern Caribbean is seeking an individual for the position of Acquisition & Assistance Specialist. This position is open to eligible nationals under the CARICOM Single Market and Economy (CSME) Free Movement of University Graduates who possess the relevant skills certificate from their home state.

BASIC FUNCTIONS OF POSITION

The Acquisition & Assistance (A&A) Specialist provides professional expertise in the acquisition and assistance field to support the newly formed USAID/Eastern and Southern Caribbean (USAID/ESC) operating unit (covering Antigua and Barbuda, St. Kitts and Nevis, Dominica, St. Lucia, St. Vincent and the Grenadines, Barbados, Grenada, Trinidad and Tobago, Guyana, Surinam, and the Bahamas) for the achievement of implementation results and the development goals through contracts, grants, cooperative agreements and other acquisition and assistance instruments required by the operating unit and its member countries and awarded by the Regional Contracting Office located in the Dominican Republic. The person occupying this position is located in the management section of USAID/ESC and is supervised by the Supervisory Executive Specialist (SES). The A&A Specialist is a virtual member of the Acquisition and Assistance team in the Dominican Republic, which is comprised of two (2) Contracting Officers, three (3) A&A Specialists, one (1) Acquisition Agent and (1) Secretary. There is also one A&A Specialist based in Kingston, Jamaica.

MAJOR DUTIES AND RESPONSIBILITIES

This position is responsible for providing A&A guidance to the operating unit in the management of its portfolios under the guidance of the Supervisory Acquisition & Assistance Specialist in the DR and with direct supervision from the SES in Barbados. S/he must work closely with the technical teams in designing the appropriate procurement strategies to optimize accomplishments of results at the best value for the USG.

This position requires overnight and extended travel throughout the Caribbean region providing assistance to other Missions and partners as needed. The position may also require additional international travel including travel to the United States for training purposes. The candidate must be able to secure the necessary travel visas.

A. AWARDS ADMINISTRATION: (60%)

- i. Works closely with the technical teams and other support offices to develop procurement plans and ensures development of realistic procurement schedules. Seeks out and provides technical teams and support offices with workable solutions to procurement needs, assisting with research and due diligence to provide recommendations on best instruments to be utilized.
- ii. Prepares the awards and awards modifications, completes negotiations and co-leads the process with the Supervisory Acquisition and Assistance Specialist and C/AO as needed.
- iii. Prepares award documents using Global Acquisition and Assistance System (GLAAS) and ensures that all applicable Federal Acquisition Regulations (FAR), Agency for International Development Acquisition Regulations – Supplement (AIDAR), Code of Federal Regulations (CFR), Automated Directives System (ADS) provisions and clauses are incorporated. Creates and maintains the award file for each award and ensures proper distributions in accordance with Mission's practice and procedures.
- iv. Ensure implementing partners submit required reports.
- v. Disseminates performance reporting procedures to A/COR's.
- vi. Ensure that A/COR's initiate the Contractor Performance Reports (CPAR's) and that they are adequately completed.
- vii. Works closely with Controllers and the Acquisition Agent to ensure that the awards are closed out in a timely fashion.
- viii. Serves as the primary point of contact (POC) for USAID/ESC Implementing Partners when they are in need of contracting office support and serve as liaison between them and the USAID/ESC technical office and/or the USAID/Dominican Republic Regional Contracting Office as appropriate.

- ix. Researches regulatory references: Foreign Assistance Act of 1961 as amended (FAA), Federal Acquisition Regulations (FAR), Agency for International Development Acquisition Regulations – Supplement (AIDAR), Code of Federal Regulations (CFR), USAID Automated Directives Systems (ADS), USAID Acquisition and Assistance Policy Directives (AAPD's) and any other regulatory reference available as provided by the appropriate authorities.
- x. Advises USAID/ESC implementing partners, contractors, recipients, relevant Government officials, potential partners, and relevant stakeholders of requirements and limitations in accordance with USG laws, policies and regulations.
- xi. Makes sound, informed recommendations to the Contracting/Agreement Officer Representatives (C/AOR's) in the Technical Teams to resolve issues and escalates appropriate actions that cannot be resolved by him/her for the Mission Director and C/AO's action.
- xii. Responsible, in conjunction with USAID/DR Regional Contracting Office staff, for development and implementation of a periodic (min 3 times per year) in-house A&A training program for all relevant USAID/ESC staff.

B. AWARD PREPARATION: (40%)

- i. Reviews Statement of Work (SOW), Program Description (PD) and Statements of Objectives (SOO) drafted by the technical offices for completeness and regulatory referencing.
- ii. Prepare solicitations – Request for Quotations (RFQ's), Request for Proposals (RFP's) and Request for Task Order Proposals (RFTOP's)-, and funding opportunities – Request for Applications (RFA's) packages, recommending changes to specifications or terms as required. Ensures that the different types of documents are in compliance with the correspondent regulatory reference, special conditions if required, prior submitting to the C/AO for approval, and proper advertisement – if required posting on the Government Point of Entry (GPE's) as needed.
- iii. Reviews proposals and applications for conformity with the USG: makes necessary recommendations for changes, removal or additions, to help ensure reasonable costs. Reviews and proposes responses to inquiries regarding solicitations/funding opportunities, and assist the C/AO in determining if amending will be necessary.
- iv. Provides support for analysis of Business Proposals/Applications in collaboration with the technical team.
- v. Assist in Pre-Award Surveys in conjunction with the USAID/Dominican Republic Controllers' Office (CON) by analyzing the Organization's procurement, personnel, management and travel policies and practices.
- vi. Responsible, in conjunction with USAID/DR Regional Contracting Office, for development and implementation of a periodic (min 3 times per year) partner

outreach activity to encourage non-traditional implementers to access USAID contracts, grants and other agreements.

REQUIRED/DESIRED QUALIFICATIONS

- i. Education: Required baccalaureate degree (BA) or its equivalent to a four year formal university education.
- ii. Prior Work Experience: The incumbent is required to have a minimum of three (3) years of progressive responsive experience in the areas of procurement, acquisition and assistance.
- iii. Post Entry Training: FAC-C Level I
- iv. Language Proficiency: Fluent English (Level IV).
- v. 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, including demonstrated understanding of ethical practices such as conflict of interest, nepotism, and other themes; must have thorough working knowledge of computer word processing, spreadsheets and other computer applications.
- vi. Skills and Abilities: Demonstrated ability to organize and manage procurement actions effectively; ability to apply regulations and procedures; analytical skills required in order to evaluate and summarize all parts of the procurement action and present them in writing and orally in a clear and concise manner; ability to deal with all levels of professionals within the USAID Missions and/or partners. The incumbent should have excellent interpersonal skills to work effectively as a team member in a culturally diverse environment. Must be able to transition seamlessly between flat and hierarchical work situations. Must possess tact and diplomacy and have the flexibility to adapt to changing environment and priorities. Ability to make formal and on-the-job training presentations using adult education principles.

16. POSITION ELEMENTS

- i. Supervision Received: The incumbent works under the general day-to-day supervision of the Supervisory Executive Specialist (SES). The A&A Specialist is a virtual member of the Acquisition and Assistance team in the Dominican Republic, which is comprised of two (2) Contracting Officers, three (3) A&A Specialists, one (1) Acquisition Agent and (1) Secretary. The SES will conduct the annual performance evaluation with 360 degree input from the Regional Contracting Office, the Technical teams, and other support offices, among others.
- ii. Supervision Exercised: None, however, the incumbent will be responsible for securing cooperation and production from staff and stakeholders over whom s/he has no formal authority.

- iii. Available Guidelines: The incumbent is required to understand and acquire the ability to accurately interpret a large body of regulatory and policy information, such as Foreign Assistance Act of 1961 as amended (FAA), Federal Acquisition Regulations (FAR), Agency for International Development Acquisition Regulations – Supplement (AIDAR), USAID Automated Directives Systems (ADS), USAID Acquisition and Assistance Policy Directives (AAPD's), Agency General Notice. Guidance is also provided by the A/CO, Mission Director, USAID/Washington Policy and others.
- iv. Exercise of Judgment: Good judgment and confidentiality is critical. The incumbent is expected to demonstrate expertise in the various steps of the procurement process, including the ability to collaborate directly with Host Country and other counterparts.
- v. Authority to Make Commitments: The incumbent is in a position to recommend and provide guidance to Counterparts as well as establish a negotiating position on behalf of the United States Government (USG). The authority to make commitments that bind the USG is vested with the Mission Director, the Executive Officer, and the A/CO
- vi. Nature, Level, and Purpose of Contacts: The incumbent works on a collegial and service oriented level with all staff and counterparts, contractors, recipients and host government as well as Government employees in the USAID/ESC Countries.
- vii. Time Expected to Reach Full Performance Level: Two years

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 BridgetownHR@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
July 3, 2015***