

EMBASSY OF THE UNITED STATES OF AMERICA

RANGOON

ANNOUNCEMENT

VACANCY ANNOUNCEMENT: USAID: 15-03

OPEN TO: Myanmar Citizens and all interested candidates with permanent residence status

POSITION: Acquisition and Assistance Specialist (A & A Specialist)

OPENING DATE: June 3, 2015

CLOSING DATE: June 17, 2015

WORK HOURS: Full Time (40 hours/week)

GRADE LEVEL: Ordinarily Resident (OR):
Starting Salary Range: \$11,936 - \$13,130 per year (Grade: FSN-9)
Starting Salary Range: \$14,617 - \$16,079 per year (Grade: FSN-10)
Starting Salary Range: \$16,964 – \$18,660 per year (Grade: FSN-11)

OTHER BENEFITS: **Leave:** 168 hours of annual leave and 104 hours of sick leave per year

Standard Medical Plan: Reimbursement for employee and eligible dependents medical expenses

Annual Maximum: \$3,000 without eligible dependents

\$6,000 with eligible dependents

Separation Benefits (Defined Contribution Plan): Additional 12% of basic salary contributed by U.S. Embassy to a savings account. Paid out at time of separation.

Note: A complete description of benefits and allowances for Locally Employed Staff is available at this [link](#)

ALL APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Rangoon is seeking an individual for the position of Acquisition and Assistance in the Office of Acquisition and Assistance (OAA) in the United States Agency for International Development (USAID).

This position is a part of an established career ladder, which provides the potential to progress to the FSN-10 and, subsequently, to the FSN-11 grade level. There is no potential for the incumbent to become a permanent FSN-09 in this work assignment. Attainment of the higher grade levels is contingent upon the incumbent successfully completing required training, meeting agree-upon objectives and milestones, and performing at the Fully Successful (or equivalent) level.

Position may be filled as career ladder or could be filled at full performance level FSN-11. If the position is filled at the lower grade level, that is FSN 9, subsequent promotion to the next grade level will be processed without further competition at such time as performance and qualification requirements are met and classification review discloses the duties being performed properly warrant classification to the next higher grade level. However, promotion to the FSN-10 and to the target FSN-11 grade levels is not automatic, and failure to achieve successive levels of performance will result in termination of contract.

BASIC FUNCTION OF POSITION

Technical work involves supporting the preparation, control, and review of procurement documents and reports related to planning strategies and appropriate solicitation documents, conducting the analysis, evaluation, and negotiation of a wide variety of acquisition and assistance documents, such as contracts, cooperative agreements, and grants; maintains various procurement files and responsible for the distribution and follow-up of official copies of A&A documents to permit the implementation and payment actions; or perform other similar work in support of implementation and operation of mission programs.

The work requires multiple skills involving a practical knowledge of procurement procedures, operations, regulations, and mission programs in order to adequately protect the Government interests. The mission is integrated into the U.S. Embassy and work must be coordinated with a whole-of-government approach, which requires coordination and sometimes workload integration with USAID's Office of Transitions Initiatives, the Centers for Disease Control (CDC), Dept. of Treasury Office of Technical Assistance and the Department of State (DOS).

Note: A copy of the complete position description listing all duties and responsibilities is available at http://burma.usembassy.gov/job_opportunities.html

MINIMUM QUALIFICATIONS REQUIRED

All applicants must meet each of the following selection criterion detailed below in order to be considered for the position.

At FSN levels 9, 10 and 11

1. Bachelor's Degree in a relevant field, such as business administration, economics, finance, marketing, commerce, accounting, international trade, industrial management, law or other related field is required.
2. Level IV, strong written and oral proficiency in English and Level IV (Fluent) in Burmese is required. English Language proficiency will be tested.

At FSN-9

Three or more years of progressively responsible experience in acquisition and assistance, or a closely related field is required. One year of this experience must have been gained working within a USG organization, the Government of Myanmar, the private sector, or within an international or donor organization, in an English-language work environment. NB: Additional experience may NOT be substituted for Education

At FSN-10

Four or more years of progressively responsible experience in acquisition and assistance, or a closely related field is required. As this position is part of a recognized and established career ladder, a minimum of one year of this experience must have been gained working in a USAID Contracting/Office of A&A at no less than the next lower, FSN-9 grade level. NB: Additional experience may NOT be substituted for Education.

And

Completion of FAC-C Level I training

At FSN-11

Five or more or progressively responsible work in acquisition and assistance is required. As this position is part of a recognized and established career ladder, a minimum of two years of this experience must have been gained working in a USAID Contracting/Office of A&A, with at least one year at the next lower, FSN-10 grade level. NB: Additional experience may NOT be substituted for Education.

And

Completion of FAC-C Level II training

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. Applicants who do not provide evidence that they meet the above minimum qualification requirements will not be evaluated. A candidate's application will be evaluated in accordance with the selection criteria noted below. Only the most highly ranked candidates will be asked to take an English Language Proficiency Test.

Candidates successfully passing the English proficiency test will be invited to an oral interview and a written technical examination.

SELECTION CRITERIA: Knowledge and Skills & Abilities are equally important.

Knowledge:

Individuals will be rated on their knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge. An understanding of US Federal and USAID Acquisition Regulations, or knowledge and understanding of how to execute and administer a complex acquisition portfolio, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. Understanding of regional markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods.

Skills and Abilities:

Individuals will be rated on the following: Organizational, analytical, negotiating, and time management skills, with strong proofreading skills and attention to detail; ability to plan and administer acquisition activities, and provide acquisition assistance and support for Agency programs and projects in a timely manner; the ability to apply contracting regulations, procedures, and policies to individual acquisition and assistance programs is required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY AND HIGH ETHICAL STANDARDS throughout all phases of acquisition and assistance actions. An ability to deal effectively with high-level representatives of the US and Regional business community, with senior managers in the USAID Mission and with senior level host government representatives. Individuals must display solid computer skills to utilize public, high-visibility, externally monitored electronic resources via the web, especially those pertaining to procurement related topics and those used to generate awards.

Performance at the Oral Interview and technical examination: evaluation will be based upon the applicant's ability to respond to questions in English, to communicate about his/her professional education and experience, and answers to the technical examination.

The Oral Interview is substantially more important than the technical examination.

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 employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Please state clearly any relative employed by the U.S. government. A false statement in this regards is cause for disqualification.
5. Eligible age: Between 18 and 60.

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); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see appendix B); and
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Embassy
110 University Avenue
Kamayut Township, Yangon

CLOSING DATE FOR THIS POSITION: June 17, 2015

The U.S. Mission in Rangoon 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.