

# JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

**An Equal Opportunity Employer**

Human Resources Office, 498 Ave Lukusa, Kinshasa  
Phone 081-8806193; e-mail: HRKinshasa@state.gov



**ANNOUNCEMENT NUMBER: 13-40**

**OPEN TO:** All interested candidates  
**POSITION:** Acquisition and Assistance Specialist (Trainee), FSN-0810-9; FP-5 (step 1 thru 4)  
**OPENING DATE:** October 3, 2013  
**CLOSING DATE:** October 17, 2013  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** **Ordinarily Resident (OR):** FSN-9  
**Not-Ordinarily Resident (NOR):**  
(Position Grade: FP-5) To be confirmed by Washington

SALARY LEVEL WILL BE BASED ON PRIOR JOB-RELATED EXPERIENCE AND SALARY HISTORY. FOR SALARY INFORMATION, PLEASE CONTACT HUMAN RESOURCES OFFICE: **081-8806193**.

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

*The U.S. Embassy in Kinshasa is seeking an individual for the position of Acquisition and Assistance Specialist (Trainee) in the Office of Assistance and Acquisition at USAID.*

## **BASIC FUNCTION OF POSITION**

The primary purpose of this position is to perform a variety of acquisition and assistance duties including writing grants, cooperative agreements, contracts, and other procurement instruments and preparing amendments in support of the Mission. Incumbent reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends scopes of work (SOW); drafts requests for proposal applications or quote; performs cost and price analysis; analyzes proposal applications or quotes received; drafts contracts and contract modifications; analyzes contractor's proposed budgets; recommends revisions to various contract provisions; writes memoranda of negotiation; and, prepares other required documentation. S/He maintains contract files and records up to date, prepares Contractors Performance Reports (CPRs), and supports award closeouts. Incumbent provides guidance related to administrative award modifications. S/He is responsible for carrying out day-to-day activities under the mentorship of more senior OAA employees.

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

## **Note:**

**This position is a part of an established career ladder, which provides for 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 Specialist (Trainee) successfully completing required training, meeting agree-upon objectives and milestones, and performing at the Fully Successful (or equivalent) level. Promotion to the FSN-10 and to the target FSN-11 grade levels is not mandatory, and failure to achieve that high level of performance may be the basis for reassignment, change to lower grade, or dismissal.**

## QUALIFICATIONS REQUIRED

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

**Education:** Bachelor's Degree or the host-country equivalent formal education in a relevant field, such as business administration, economics, finance, marketing, commerce, accounting, international trade, industrial management, law, or other related field is required.

**Experience:** Three or more years of progressively responsible experience in acquisition and assistance, development assistance, or a closely related field is required. One year of this experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or a related occupation, within a USG organization or within an international or donor organization, in an English-language work environment.

**Language Proficiency:** Level IV (Fluent) English and French proficiency, both oral and written, is required.

**Knowledge:** Knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge, is required.

**Skills and Abilities:** The potential to acquire the ability to plan and administer acquisition activities, and provide acquisition assistance and support for Agency programs and projects in a timely manner, is required. The potential to gain the ability to apply contracting regulations, procedures, and policies to individual acquisition and assistance programs is required. And, an ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required.

## SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule. The candidate must be able to obtain and hold security clearance.

## TO APPLY

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

Application for U.S. Federal Employment, [DS-174 - Job Application Form](#) or

1. A current resume or curriculum vitae that provides the same information as a DS-174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## DEFINITIONS

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he:
  - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
4. 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.

*The US Mission is an equal opportunity employer.*

**CLOSING DATE:** October 17, 2013

Drafted: - HR: WBULU

Cleared: - USAID: CKNIGHT (E-mail)

- HR: HMULLER

Approved: HRO: CDESILVA