



USAID | DOMINICAN REPUBLIC

FROM THE AMERICAN PEOPLE

Announcement Number:	USAID No. 311672100117-1
Position:	Acquisition & Assistance Assistant FSN-09
Open to:	All Interested Candidates (Non Dominican applicants must possess legal Dominican residence and Dominican Cédula)
Agency/Section:	USAID/ Regional Contracting Office
Opening Date:	March 10, 2016
Closing Date:	March 28, 2016
Working Hours:	Full time: 40 hrs per week
Salary Scale:	FSN-9: from RD\$758,102.00 to RD\$1,212,972.00

The U.S. Agency for International Development in Santo Domingo is seeking an individual for the Acquisition & Assistance Assistant position for the Regional Contracting Office.

Basic Functions

The Regional Contracting Office (RCO)'s Acquisition and Assistance Agent provides services for the Regional Platform under the primary supervision of the Supervisory Acquisition & Assistance Specialist. He/she exercises initiative and independence in performing standard acquisition and assistance duties in full compliance with all relevant laws, regulations and procedures, and creating, organizing and maintaining efficient electronic systems.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office through SDOUSAIDresume@state.gov.

Qualifications Required:

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

Education:

A bachelor's degree in Business Administration, Finance or related fields is required.

Prior Work Experience:

Two to three years of responsible progressive experience in the areas of administration, procurement, logistics, and/or related fields.

Language Proficiency:

Level IV (fluent) oral and written in English and Spanish language ability.

Skills and Abilities:

The incumbent must be highly experienced in using Microsoft Office package (MS Word and MS Excel). Knowledge of MS Access or similar software is required for reporting purposes. Individual should be motivated and self-directed to take initiative in

order to be able to work under minimum supervision. S/He should be able to establish workload priorities and to complete tasks independently.

The Office of Human Resources will contact for testing purposes ONLY those applicants that meet all of the requirements.

ADDITIONAL SELECTION CRITERIA THAT MAY AFFECT THE FINAL HIRING DECISION INCLUDE BUT ARE NOT LIMITED TO: NEPOTISM, BUDGET, CONTINUITY IN THE POSITION, STAFFING GAPS, AND/OR THE NEED FOR THE APPLICANT TO HAVE A SECURITY CLEARANCE.

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.
4. All information required in the Universal Application for Employment (DS-174) must be complete and in accordance with the resume. Failure to do so will result an incomplete application.
5. The candidate must be able to obtain and hold an unclassified security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application (options#1 and #2 are required)

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

SUBMIT APPLICATIONS TO:

Human Resources Office

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USAID/ Human Resources Office

SDOUSAIDresume@state.gov

APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS

March 28, 2016

The U.S. Mission in Santo Domingo 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.