

UNCLASSIFIED

# VACANCY ANNOUNCEMENT

USAID/CAIRO

<b>Number:</b> 01	<b>Subject:</b> VACANCY (Egyptians)	<b>Date:</b> February 2, 2015
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**Position Title:** AID Acquisition Specialist (2 positions)  
**Position Number:** 30-14 & 30-16  
**Organization:** USAID/Procurement Office  
**Duration:** One year with option to renew  
**Salary Potential:** FSN-10  
**Application Deadline:** 02/16/2015  
**Salary Range for a Fully Qualified Candidate:** Starts at LE 158,281 Gross Per Annum (This is the Gross Annual Salary before deducting Taxes)

## **BASIC FUNCTIONS OF POSITION:**

The incumbent serves as a professional Acquisition Specialist and member of the Procurement (PROC) Office. S/He has responsibility for supporting and co-managing the procurement portfolio of assigned USAID/Egypt. The incumbent assists the Contracting Officer (CO) to administer the terms and conditions of contracts, task orders, and assistance instruments, including such aspects as modifications, evaluation of performance and termination.

The Acquisition Specialist has a professional level knowledge of the full range of acquisition and assistance functions. S/He is expected to have a demonstrated knowledge adequate to successfully manage (initially, under the supervisory contracting officer's closer guidance) the acquisition and assistance processes in the pre-award, negotiation and post-award administration stages.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### 1. Pre-award Expertise and Services:

Performs all actions required to conceptualize, plan, solicit, negotiate and award many kinds of procurement actions of varying complexity. Conducts Acquisition and Assistance (A&A)

planning, market research, and subsequent pre-award activities fully supportive of the Mission's strategies and requirements. Conducts direct negotiations with representatives of partners at the highest levels in order to achieve agreement on award terms and conditions, and recommends positions to the CO. Conducts detailed financial analysis of proposals received to determine compliance with all statutory requirements as well as ensuring that the USG obtains the best value. Drafts award documents, manages solicitation processes, and coordinates with technical and support offices as needed.

## 2. Post-award Expertise and Services:

Performs all actions required to administer A&A instruments from contractor/grantee mobilization through to closeout. Relies on a comprehensive mastery of the Mission Strategic Plan, Federal Acquisition Regulations (FAR), USAID specific acquisition regulations (AIDAR and CFR), OMB circulars, Automated Directive Systems (ADS) and other A&A sources. Independently or as part of a team, analyzes post award administration issues, researches regulations and policies, reviews correspondence files and precedence on similar issues, and recommends solutions to the CO. Analyzes salary data received and provides final salary approvals and/or determination of rates.

## 3. Technical Office Membership and Support Services:

As a member of a Procurement Office team, serves as a primary member of assigned Technical Offices' expanded teams. Represents the A&A viewpoint with the objective of having technical office fully understand and appreciate the added value of the procurement function, how to obtain needed services or assistance per standard time schedules, as well as the statutory and procedural requirements established by Federal and USAID authorities for the purpose of protecting the U.S. and host country partner government's best interests.

## 4. Mission Support Services:

Establishes and maintains an authoritative presence to include performing independent local travel and providing A&A advice to technical offices' FSN and U.S. direct hire (or other staff).

## \* Other Duties:

5. Guides assigned technical office teams in identifying procurement actions and activities. Assists in the creation of procurement plans and updates these on a regular basis. Manages activities for the assigned procurements. Provides various approvals, interprets regulatory guidance and contractual clauses for Contractors and is required to independently research contractual issues. The incumbent must also train and assist the SO team in the preparation and submission of justification memoranda, MAARDs and explain the various sections of RFA, RFP documents. Periodic Contracting Officer/Agreement Officer Technical Representatives (COTR/AOTR) training support will also be required.

6. Processes the extensive files of procurement in GLAAS, computerized contract database systems. Additionally s/he must be able to use all office equipment, including digital senders, in use by PROC.

7. The incumbent is responsible for assessing budgets from contractors and recipients. To evaluate the reasonableness of the proposed budgets, the incumbent must be knowledgeable of US Government regulations and have an excellent judgment to determine the allowable costs for the programs. Because of the nature of the USAID programs, these are multiyear (2 to 5 years) and multimillion dollar budgets (from 2 up to 34 million). Before awarding the contracts, task order, purchase orders and cooperative agreements, all of the proposed budgets need to be negotiated with our partners. The counterparts generally bring to the table high degree experts in budgeting and finances.

8. Incumbent must provide detailed advice in all areas of Federal Acquisition Regulations, USAID specific acquisition regulations, OMB circulars, Automated Directive Systems, as well as a host of other guidance promulgated in the field of Acquisition and Assistance. Incumbent is held accountable for such advice as s/he is seen to be the subject matter expert. This advice is provided on a daily basis as needed to both the Technical Office teams within the Mission as well as to the implementing partners. Incumbent is also required to provide firm and detailed recommendations to the Contracting Officers regarding the wisdom of executing various instruments. This includes detailed supporting documentation justifying the recommendations proffered including negotiation memoranda. Incumbent provides guidance in the area of financial management and budget adherence to the Contracting Officer/Agreement Officer Technical Representatives (COTR/AOTR). The purpose of this advice is to ensure that negotiated budgets are followed and cost control is adhered to. In the event of misunderstandings between contractors and COTR/AOTRs, the incumbent is expected to negotiate resolutions, where possible.

**REQUIRED/DESIRED QUALIFICATIONS :**

- A. Education: A BA degree in Education, Business Administration, Social Sciences, business, economics, finance, or management, liberal arts or humanities, science or engineering, development studies, social policy, international relations, social science, politics, political economy or public policy, Law, Journalism., is required
- B. Prior Work Experience: Three years of progressively responsible experience in business, procurement, negotiations or a related topic is required.
- C. Language Proficiency: Level IV (fluent) in both spoken and written English and Arabic is required.
- D. Knowledge: A working knowledge of Procurement Procedures, with preference to USG procurement is desired. This must include the ability to analyze bids, offers and applications. This analysis must include both financial analytical skills as well as the ability to ensure that the technical proposals make sense, follow the requested Scope of Work and the promised technical inputs. Knowledge of USG acquisition regulations, techniques and procedures though this knowledge may be obtained through various classes.

The resources and guidelines for procurement are displayed in web pages, CD ROM and other consultation devices. The incumbent needs to know how to access the search options broad range of evolving procurement policies and regulations (AIDAR, FAR, ADS, AAPD, etc) and then study the interpretations to provide the right advice to the SO teams.

The correct advice has the impact to benefit the Mission on the savings of the scarce funds for the different programs.

E. Skills and Abilities: The incumbent must have strong analytical skills and excellent verbal and written communication skills. This must include the ability to create succinct summaries of the data presented as well as the analytical ability to determine whether or not the proposals meet the stated RFP/RFA/RFQ requirements. Further the incumbent must be able to compare several bids/offers to determine which one provided the best value to the USG. Thorough computer literacy is required and must include the Microsoft Office Suite such as Word and Excel, as well as various other programs such as GLAAS. Incumbent must be able to not only use these programs, but also serve as a mentor to other Mission Staff in order for them to provide documents formatted electronically to PROC.. The ability to learn additional computer programs and to apply them is also needed. The incumbent must be able to absorb complex information on the Procurement Acquisition guidelines.

**POSITION ELEMENTS :**

A. Supervision Received:

The incumbent will report directly to a Contracting Officer, who provides policy guidance, discusses assignments and evaluates accomplishments. The incumbent is expected to work independently and make recommendations that are supported and defensible.

B. Exercise of Judgment:

The incumbent is required to exercise considerable judgment in coming up with award recommendations. These must be completely defensible and show logical and thorough financial and technical analysis. Where needed the incumbent is required to meet with technical specialists and ascertain whether or not the proposals received meet the technical requirements.

C. Authority to Make Commitments: None

D. Post Entry Training:

The incumbent will be required to complete the Federal Acquisition Certification in Contracting Program and such other training as may from time to time be needed. It is the incumbent's responsibility to ensure that s/he is thoroughly familiar with USAID's specific procurement guidance and to remain updated with these as they change. Additionally the incumbent is required to complete at least one training course annually, these may be on line, but must always broaden the incumbent's knowledge of procurement regulations and ensure that the incumbent remains abreast of developments in the constantly changing field of federal government contracting.

E. Nature, Level and Purpose of Contacts:

The incumbent must meet and negotiate with the highest levels of contractors. This includes Corporate Vice-Presidents. The incumbent must, when speaking or negotiating with these people, be thoroughly familiar with USAID's regulations and provide both advice and decisions on the application of various regulations to the Contractor's activities. Often times these will involve the expenditure of funds and the incumbent must be able to know when s/he requires further advice and guidance before imparting decisions in this area.

F. Supervision Exercised: N/A

**SELECTION CRITERIA:**

CATEGORY	SCORING PERCENTAGE
Education/academic requirement*	15 %
Experience*	20 %
Language Proficiency*	20 %
Knowledge*	20 %
Skills & Abilities*	25 %
TOTAL	100%

\* As per details reflected under Qualifications above.

**RECRUITMENT PROCEDURES AND GUIDELINES:**

Qualified candidates who are interested in this vacancy should apply by submitting the following or the application will not be considered:

The Universal Application for Employment (UAE) DS-174 (link to instructions and applications: <http://egypt.usembassy.gov/hr.html>) **and an up-to-date CV with a cover letter detailing how they are qualified for the position as part of the application**, quoting the position number by no later than COB of the application deadline noted above. The HR Office will disregard any submissions CV exceeding five pages and/or those received after the deadline.

**Applications and Resumes must include the month, year and company name of employment for all experience or the experience cannot be considered.**

**Candidates must provide in the application (DS-174) names of family members working in the Mission.**

SUBMIT APPLICATION TO  
Human Resources Office  
Attention: Cindy Eldeeb or Lamiaa Hafez  
US Embassy, Cairo  
8, Kamal El Din Salah Street, Garden City  
Email: [cairojobs@state.gov](mailto:cairojobs@state.gov)<mailto:[cairojobs@state.gov](mailto:cairojobs@state.gov)>

POINT OF CONTACT  
Lamiaa Hafez  
Telephone: 2797-3001  
FAX: 2797-2611

Mission employees are not eligible to apply for a vacant position during their three month probationary period. The Mission mandatory retirement age is 60 years.

The evaluation and selection process usually takes two to three months after the deadline. Shortlisted applicants are invited for tests and/or interviews during this time frame. Due to the high volume of applications, only candidates who are seriously being considered for a position are contacted for an interview. Please do not contact HR for a status report on your application once your application has been acknowledged. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

If a selected applicant does not meet all the qualifications listed in the position description, s/he will be normally appointed to an appropriate trainee grade level, below the position grade.

In determining the appropriate salary, no salary adjustments will be made for fringe benefits such as uniforms, free airline tickets, free medicine or company products, life/medical/accident insurance policies, transportation, meal allowance, or other similar company benefits provided by former employers. Applicants with prior U.S. Government service may receive salary adjustments at the grade level of the position, to match highest previous USG salary levels in a relevant field. The USAID Human Resources and Contracting Officers determine the appropriate salary rate.

**Priority will be given to best qualified FSNs who have been involuntarily RIF'ed.**

It is the U.S. Government policy to prohibit discrimination on the basis of race, color, religion, national origin, handicap or gender.

**Samia Joseph  
USAID/Human Resources Officer**