



## JOB VACANCY ANNOUNCEMENT U.S. MISSION - ACCRA

The U.S. Mission in Accra, Ghana is seeking up to six (6) highly motivated and qualified individuals for the position of **Acquisition and Assistance (A&A) Specialist** in the Regional Acquisition and Assistance Office (RAAO) of USAID/West Africa. The incumbents perform the full range of contract and assistance administration and acquisition functions including developing comprehensive planning strategies and appropriate solicitation documents, and conducting the analysis, evaluation, and negotiation of a wide variety of acquisition and assistance documents, such as contracts, cooperative agreements, grants, endowments, etc. S/he performs these duties for primarily procuring long-term, highly funded complex services, including independently carrying out full and open competitive transactions.

**Education, Prior Work Experience & Language:** University degree in business administration, accounting, marketing, economics, public administration, or other social science and a minimum of five (5) to seven (7) years of progressively responsible professional experience in procurement or as appropriate, a closely related field is required. Level IV English (fluent) in spoken and written is required. Language proficiency will be tested.

For full requirements and position description, please log on to the following websites:

<http://ghana.usembassy.gov/jobopportunities.html>

<http://www.usaid.gov/ghana/work-with-us/careers>

<http://www.usaid.gov/west-africa-regional/work-with-us/careers>

***NOTE:*** *This is a Career Ladder position starting from FSN Grade-09 to full performance level FSN Grade-11. The candidates may be hired at trainee Grade FSN-09, FSN 10, or at the full performance level FSN -11 based on qualifications and experience. At the full performance level FSN-11, it is anticipated that the A&A Specialists will play a significant role in mentoring lower level trainees and others, by identifying knowledge gaps and training needs.*

**SALARY RANGE:** 1. Grade (FSN 09) GH¢42, 848.00 – GH¢64, 265.00 p.a.  
2. Grade (FSN 10) GH¢56, 457.00 – GH¢84, 698.00 p.a.  
3. Grade (FSN 11) GH¢72, 067.00 – GH¢103, 407.00 p.a. (depending on Qualification and Experience)

**HOW TO APPLY:** Interested applicants must submit **signed cover letter, relevant certificates and CV with references to:**

**Mailing Address:** Regional Executive Office  
USAID/West Africa  
P.O. Box 1630, Accra

**Or by Email to:** [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov);

**CLOSING DATE: MAY 19, 2016**

***Note:*** *When submitting your application via email, please start the subject line with the position title. Failure to state this and submit signed cover letter with relevant documents will result in a determination that the applicant is not qualified.*

**ALL U.S. AND NON-GHANAIAN CITIZENS, WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY, MUST ATTACH COPIES OF REQUIRED WORK AND/OR RESIDENCY PERMITS TO THEIR APPLICATIONS TO BE ELIGIBLE FOR CONSIDERATION. NO RELOCATION EXPENSES ARE PROVIDED TO THE JOB**

LOCATION: ACCRA, GHANA. IF TRANSPORTATION TO ACCRA IS REQUIRED, IT WILL BE THE EMPLOYEE'S RESPONSIBILITY.

**Only shortlisted applicants will be contacted**

*USAID/West Africa anticipates awarding up to 6 (six) Personal Services Contracts (PSCs) regarding this announcement. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this announcement.*