

# U.S. MISSION - ACCRA

## JOB VACANCY ANNOUNCEMENT

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The U.S. Mission in Accra, Ghana is seeking highly motivated and qualified individual for the position of **ACQUISITION AND ASSISTANCE (A&A) SPECIALIST** in the Regional Acquisition and Assistance Office (RAAO) of the USAID/West Africa. The incumbent serves as a Senior Acquisition Specialist in USAID/West Africa's Regional Acquisition & Assistance Office (RAAO) and represents it as a full team member of the Assigned Assistance Objective Team, other client Missions and non-presence countries as assigned. S/he independently performs a full range of acquisition duties, including developing comprehensive planning strategies and appropriate solicitation documents, and conduct analysis, evaluation, and negotiation of a wide variety of acquisition and assistance documents, such as contracts, cooperative agreements, grants, endowments, etc.

**Education & Prior Work Experience:** University Bachelor's degree in business administration, accounting, marketing, economics, public administration, or other social science and a minimum of three to five years experience in general procurement is required.

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

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

or

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

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**Salary Range: GH¢ 42, 824.00 – GH¢ 64, 241.00 p.a. (depending on qualification and experience)**

*Interested individuals should submit cover letter, Curriculum Vitae with references and relevant certificates to:*

**Regional Executive Office**

**USAID/West Africa**

**P.O. Box 1630, Accra**

By Email to: [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov);

**NOTE:** When submitting your application via email, start the subject line with the position title *(A&A Specialist)*. Failure to state this and attach relevant certificates may disqualify applicant.

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 THE 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 short-listed applicants will be contacted:**

**CLOSING DATE: December 3, 2014**

*USAID/Ghana anticipates awarding a Personal Service Contract (PSC) regarding this announcement. Note that this does not constitute any guarantee that a PSC will be awarded as a result of this announcement.*