



U.S. MISSION - ACCRA JOB VACANCY ANNOUNCEMENT

The U.S. Mission in Accra, Ghana is seeking highly motivated and qualified individual for the position of **CLOSEOUT ASSISTANT** in the Regional Acquisition and Assistance Office (RAAO) of the USAID/West Africa. The incumbent is responsible for assisting the Regional Acquisition and Assistance Office (RAAO) in the closeout of various types of U.S. Government contracts and assistance instruments awarded by USAID. The purpose of the work is to confirm the quality and timeliness of contract and assistance instrument deliverables and results achievement by ensuring that Contractor Performance Reviews (CPRs) and the closeout process are completed in a timely manner. The Closeout Assistant reports directly to the Director of the RAAO, or his/her designee, but will also work closely with the Regional Financial Management Office and other members of the RAAO staff in the administrative close out of instruments.

Education & Prior Work Experience: Bachelor's degree in fields such as Business Administration, Accounting, Finance, or Economics and two (2) years of related experience is required.

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

Salary Range: GH¢ 35,270.00 – GH¢ 52,903.00 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**

Or by Email to: acpersonnel@usaid.gov;

NOTE: When submitting your application via email, start the subject line with the position title *(Closeout Assistant)* 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: JULY 16, 2015

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.

POSITION DESCRIPTION FOR CLOSEOUT ASSISTANT

BASIC FUNCTION OF POSITION

The incumbent is responsible for assisting the Regional Acquisition and Assistance Office (RAAO) in the closeout of various types of U.S. Government contracts and assistance instruments awarded by USAID. The purpose of the work is to confirm the quality and timeliness of contract and assistance instrument deliverables and results achievement by ensuring that Contractor Performance Reviews (CPRs) and the closeout process are completed in a timely manner. The Closeout Assistant reports directly to the Director of the RAAO, or his/her designee, but will also work closely with the Regional Financial Management Office and other members of the RAAO staff in the administrative close out of instruments. The AAAS will also work closely with Cognizant Technical Officers (CTOs) in missions supported by the RAAO while managing the CPR and closeout processes.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

1. Performs a range of acquisition and assistance tasks including managing the process for reporting/recipient's performance; preparing correspondence related to contract/assistance closeout; initiating administrative close out; evaluating financial and technical data, invoices, past performance closeout information and submittals, property reports and disposition requests, and final reports; as well as analyzing and resolving audit findings related to award closeout. **15%**

2. Assists in maintaining necessary internal systems to ensure the status of acquisition and assistance instruments is kept current. Manages a system to ensure administrative close out of instruments is performed within prescribed Federal and USAID time standards. Manages a system to help RAAO ensure contractor performance reports and contractor/recipient property reports are performed when required. **30%**

3. Has prime responsibility for the administrative close out of all types of acquisition and assistance instruments administered by the RAAO. Provides final compliance reviews of terms and conditions on a wide range of contracting and assistance instruments to determine business and regulatory compliance in order to administratively close instruments. Reviews official files to ensure resolution of all administrative actions, to ensure contract is complete in every aspect and ready to close, and to obtain approval of all closeout documentation. This process often includes analysis of alternatives, adaptation, or modification of procedures, or resolution of incomplete or conflicting technical or contractor data. **10%**

4. Performs physical retirement and storage of officially closed and retired contract and assistance instrument files. **15%**

5. Develops and maintains a closeout tracking system database of physically closed instruments throughout the administrative close out process until files are retired. **15%**

6. Issues pre-completion notices and requests close out plans from contractors and recipients in advance of instrument completion dates.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE/SELECTION CRITERIA

- A. Education:** Bachelor's degree in fields such as Business Administration, Accounting, Finance, or Economics is required.
- B. Prior Work Experience:** Two (2) years of related experience is required.
- C. Language Proficiency:** Level IV (fluent) English (Oral and Written) ability is required. ***Proficiency will be tested.***
- D. Job Knowledge:** Must have knowledge of Computer Software such as Microsoft Excel and various database applications. The work involves a broad understanding of regulation and policy for closeout of contracts and assistance instruments, as well as of the CPR process. The incumbent will make business evaluations, perform cost and price analysis, perform audit analysis, and prepare cost negotiation strategy, if needed.

Skills and Abilities: The incumbent must have excellent analytical skills and the ability to anticipate and evaluate actions/outcomes in technical work statements and excellent negotiation skills to be able to orchestrate 'win-win' settlements between disparate parties, and excellent organizational skills to perform time management is required.