



# USAID | HONDURAS

FROM THE AMERICAN PEOPLE

Vacancy Announcement No. ST-FN-58-15

<b>OPEN TO:</b>	All interested candidates <i>(Ordinarily Resident applicants must have the required work permit or documentation that permits the applicant to work legally in the country in order to be eligible for consideration).</i>
<b>FULL LEVEL OF PERFORMANCE:</b>	FSN PSC – 10
<b>LOCATION OF POSITION:</b>	Office of Acquisition & Assistance (OAA), Tegucigalpa, Honduras
<b>POSITION TITLE:</b>	Acquisition & Assistance (A&A) Specialist
<b>OPENING DATE:</b>	July 9, 2015
<b>CLOSING DATE:</b>	July 22, 2015
<b>WORK HOURS:</b>	Monday through Friday (40 hours per week)
<b>SALARY:</b>	Compensation will be in accordance with the Local Compensation Plan (LCP). In addition to a generous benefits package, monetary compensation ranges from L. 438,571.00 to L. 745,563.00 per year.

**The U.S. Agency for International Development (USAID) in Tegucigalpa is seeking candidates to fill two (2) Acquisition & Assistance (A&A) Specialist positions in the Office of Acquisition & Assistance (OAA).**

**BASIC FUNCTION:**

The primary purpose of this position is to provide USAID Acquisition & Assistance subject matter expert advice and services to USAID/Honduras management and development objective (DO) teams for designing, planning, negotiating, executing and administering a variety of USAID award instruments. The position is located in the Office of Acquisition & Assistance (OAA) and reports directly to the FSN Acquisition & Assistance Supervisor.

**MAJOR DUTIES AND RESPONSIBILITIES:**

*This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed since the incumbent may be required to perform other related duties as assigned by the agency.*

1. Manages the acquisition and assistance process, ensuring team compliance with US Government (USG) and USAID regulations and policies. As a member of one or more mission Development Objective (DO) team(s), participates in meetings; assists in strategic and procurement planning; provides guidance and instructions on Federal and USAID regulations, policies and procedures to mission personnel; and, recommends procurement and financing alternatives vis-à-vis appropriate instrument/contract type to achieve DO Team goals. Responsible for the Acquisition & Assistance (A&A) management of the DO portfolio and as such, provides guidance and support throughout the procurement planning process including, finalizing DO procurement plans; providing comments/recommendations to ensure completeness and appropriateness of statements of work/program descriptions/technical specifications; providing guidance regarding other justifications, source selection criteria, computation of independent government cost estimates, etc. before the Technical Office places a requisition in the Acquisition and Assistance System; prepares complex solicitation documentation, such as Requests for Proposals (RFP) and Requests for Applications (RFA), as appropriate, and ensures compliance with Federal publication requirements. The incumbent of this position is responsible for the procurement of a variety of goods and services ranging in complexity from commercial item purchases to multimillion dollar technical assistance acquisition and assistance instruments. Coordinates with the DO Team and supervises the development and execution of contractual documentation for the solicitation and technical evaluation phases; conducts in-depth cost analysis of business proposals, including such aspects as evaluating technical approaches vis-à-vis proposed cost, reviewing audit reports, forecasting pricing trends, evaluating economic factors, applying weighted guidelines for determining profit/fee and evaluating overhead and general and administrative expenses; determines the competitive range and develops the USG negotiation strategy; advises contractors, recipients, DO Team members and host country officials on Federal regulations and Agency policies and procedures; conducts negotiations with U.S. and local private sector, including for-profit and not-for-profit organizations, colleges, universities, other USG agencies and Public International Organizations to reach mutual agreement

on the terms and conditions of acquisition and assistance instruments; performs pre-award survey assessments of local NGOs and host government institutions before receiving USG funding and coordinates with the Office of Financial Management throughout the pre-award survey process. Recommends to the Contracting Officer responsibility determinations; recommends awards valued at millions of dollars and prepares the contractual documentation for signature of the Contracting Officer; prepares the memoranda of negotiation, organizes pre- and post-award debriefs, documents the debriefs, etc. **(35%)**

2. Administers A&A instruments in accordance with government regulations and Agency policies. As a core DO team member, provides technical and sound advice to Contracting Officer Representatives (COR) regarding oversight of contract management/assistance administration within the award terms and conditions and the parameters of a delegation of COR authority. Provides interpretation on contract clauses or standard provisions, procurement policies and provides guidance on waivers to COR personnel as well as implementing partners. Conducts post-award orientations to clarify issues on award requirements such as billing procedures, delivery schedules, terms and conditions, reporting requirements; reviews and makes determinations regarding consent to subcontract and approval of key administrative actions; works closely with the Office of Finance Management, the Regional Inspector General (RIG) and the Regional Legal Advisor to resolve issues associated with claimed costs, audit findings, fraud, disallowance of costs, organizational conflict of interest, contractor or recipient personnel issues, home or field office questions, etc. and recommends corrective action to be taken to remedy the situation or contract termination, when warranted; monitors contractor performance through review of progress reports, vouchers, telephone conversations, correspondence, site visits, etc. for compliance with award terms and conditions; Provides guidance and training as required to host country personnel, contractor personnel and USAID personnel regarding A&A requirements and regulations; Negotiates extensions, price adjustments and modifications to contracts; prepares determinations and findings relative to negotiated actions and coordinates contractor's requests for deviations; Maintains contract files and records, prepares reports, as required; manages the Contractor performance evaluation process to ensure compliance with the Federal Acquisition Regulations (FAR); analyzes questioned costs to determine allowability; provides follow-up on audit recommendations, including researching the finding and recommending corrective action for audit closure; Reviews completed official award file to determine that all contractual actions are satisfied and that there are no pending administrative actions to be resolved, that all file documents are signed, that there are no litigation actions pending and that the award is complete in every respect and ready to be administratively closed. **(30%)**
3. Keeps updated and informed on all new policies, U.S. legislation, Executive Orders, Federal Regulations and how these may affect USAID A&A instruments; updates DO team members on new policies through meeting participation. Provides innovative ideas or solutions to situations/problems encountered on a daily basis; provides A&A support to other A&A Specialists/DO Teams during peak workload periods. **(20%)**
4. Coordinates contracting activities with other host government agencies, USG agencies, public international organizations; requests audit reports of pre-award surveys from the Office of the Inspector General, the Defense Contract Audit Agency or M/OAA/CAM; obtains clearances from the Small Business Administration for requirements set-aside for small, minority and disadvantaged businesses; provides advice and assistance to DO Team on the host country's public procurement functions in one or more institutions, including evaluation process, cost analysis and negotiation of host country bids/proposals; Reviews implementation letters to the Host Government. **(15%)**

**REQUIRED QUALIFICATIONS:**

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

**Education:** University Degree in the areas of business administration, finance, marketing, engineering, project management, or related field is required.

**Prior Work Experience:** Three (3) to five (5) years of progressively responsible experience in acquisition, law, management, business, finance or accounting. At least three (3) years of this experience should be with a U.S. Government Agency.

**Language Proficiency:**

Level IV (fluent) in English and Spanish is required. At this level, the incumbent must have a High degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the job holder may need to act as an interpreter.

Written English skills are particularly important. Must be able to clearly express ideas moreover, concepts accurately both verbally and in writing.

**Job Knowledge:** Must be able to acquire a thorough knowledge of Federal and U.S. Government acquisition and assistance regulations, policies, and procedures, as well as a good understanding of the Agency's programming policies and procedures. Working knowledge of U.S. and local market pricing, customs and practices is required. Good knowledge of how commercial businesses and non-profit organizations operate and are motivated, including accounting systems, marketing, cost control, establishment of indirect costs, overhead and other administrative fees and profit is also required. Must understand and accept the required standards of ethics and integrity. Knowledge of Honduran labor and procurement laws is highly desirable. The A&A Specialist must be able to continuously review and update his/her knowledge of the professional field of procurement, especially in terms of the frequently changing Federal and Agency-specific rules and regulations governing procurement of Acquisition & Assistance (A&A) instruments. Also, the A&A specialist must learn about the technical aspects of the portfolios that he/she supports to permit full and active participation as a core member of the Development Objective (DO) Team.

**Skills and Abilities:** Must possess excellent analytical skills and the ability to anticipate and evaluate actions/outcomes in work statements, program descriptions and independent government cost estimates. Ability to speak authoritatively before other USAID personnel, as well as to negotiate and represent the US Government's best interests to both US and local individuals, most of whom will hold high level positions within their organizations. Excellent negotiation skills are vital to be able to orchestrate "win-win" situations between disparate parties. Ability to absorb a great deal of data and recall the information (e.g. researching regulatory guidance) is essential in order to interpret and apply the information to real-life situations. Excellent organizational/time management skills to perform work on many actions at the same time, keeping them all moving forward to completion even though each is at a different life-cycle stage. Ability to analyze the Contracting Officer Representative's (COR) evaluation of contractor performance against stated criteria and numerical rating. Excellent writing and computer skills.

**ADDITIONAL SELECTION CRITERIA:**

1. The Contracting Officer will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees (OR) must have worked in their present position for at least one year in order to be eligible for consideration.
3. Current Ordinarily Resident employees identified as needing improvement in their interim report during the mid-cycle review or with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Work Plan and Performance Evaluation Report are not eligible to apply.
4. All candidates for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary certifications.
5. All Ordinarily Resident applicants must be a naturalized citizen of the host country or must have the required work permit or documentation that permits the applicant to work legally in the country in order to be eligible for consideration

**TO APPLY:**

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
2. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; or
3. A current resume or curriculum vitae that provides the same information found on the UAE; plus
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

By Mail: Send to American Embassy, Human Resources Office, Room 335, and P.O. Box 3453, Tegucigalpa, Honduras.

In Person: Hand-carry and deposit in drop box located at the entrance of the American Embassy, Post # 3, Avenida San Carlos.

Via Email: [TGGUSAID@state.gov](mailto:TGGUSAID@state.gov)

**POINT OF CONTACT:**

Human Resources Office

Attention: Claudia Tovar

Telephone: 2236-9320 Ext. 4743; Fax: 2221-4002

**CLOSING DATE FOR THIS POSITION: JULY 22, 2015.**

The US Mission in Tegucigalpa, Honduras 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.

---

See <http://honduras.usembassy.gov> or <http://www.usaid.gov/where-we-work/latin-american-and-caribbean/honduras>  
for additional information and employment opportunities

---

## Appendix A

1. **Not Ordinarily Resident (NOR)** - An individual who:
  - Is not a citizen of the host country; and,
  - Does not ordinarily reside (*OR*, see below) in the host country; and,
  - Is not subject to host country employment and tax laws; and,
  - Has a US Social Security Number (SSN).
  - NOR employees are compensated under a GS or FS salary schedule, not under the LCP.
  
2. **Ordinarily Resident (OR)** - A Foreign National or US citizen who:
  - Is a local resident; and,
  - Has legal, permanent resident status within the host country; and,
  - Is subject to host country employment and tax laws.
  - EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).