

# VACANCY ANNOUNCEMENT

**SOLICITATION NUMBER:** USAID/Jordan-EXO-12-005

**OPEN TO:** All Interested Current Employees of the Mission

**POSITION:** Contract Closeout Assistant  
Contracting Office

**OPENING DATE:** April 12, 2012

**CLOSING DATE:** April 25, 2012

**WORK HOURS:** 40 hours/week

**SALARY:** JD10,658 – JD17,587  
Position Grade Level 08

**PLACE OF PERFORMANCE:** Amman, Jordan

USAID/Jordan has an immediate vacancy for a Contract Closeout Assistant in the Contracting Office (CO). This is a Personal Services Contract (PSC) position, grade FSN-08. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. Applicants who do not meet the minimum number of years of experience may also be considered only after it is determined that there are no other qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-08 level. USAID/Jordan may select more than one candidate with this solicitation.

## **Basic Function:**

The United States Agency for International Development (USAID) supports Jordan's growth and prosperity through a large assistance program that promotes efficient water and energy, healthier families, a modern educational system, a skilled workforce, a competitive economy, and participatory governance with greater opportunity for youth and the poor.

The function of the Contracting Office is to provide procurement support to technical offices of USAID Jordan. The FY12 funding level is approximately \$360m; in addition to the Contracting Officer, there are 3 positions performing formal acquisitions and assistance activities.

The Acquisition Assistant is responsible for closing out all direct acquisition and assistance awards for the USAID/Jordan.

**Major Responsibilities:**

1. Upon receipt of expired acquisition and assistance awards files, independently reviews files and liaises with responsible USAID contractors to ensure the receipt of all reports, payments, refunds/rebates due to the US Government, and final overhead rate adjustments, if needed. Initiates close out actions by distributing Close out Completion Statements, coordinating with the concerned offices to provide the required information requirements, analyzing and verifying the accuracy and completeness of the information. Completes the procedures for closing out awards in accordance with Federal Acquisition Regulations (FAR), USAID Acquisition Regulations (AIDAR), USAID Acquisition and Acquisition Policy Directives (AAPDs), applicable regulations on assistance (22CFR226), Mission Orders and USAID's Automated Directive System (ADS).
2. Reconciles Letter of Credit accounts between Financial Management Office (FMO) and M/CFO/CMP in Washington to ensure correct amounts are de-committed upon closeout. Reconciles accounts between FMO and recipient/contractor to ensure that correct amounts are de-committed.
3. Meets with contractors and recipients to resolve outstanding issues related to closeouts. Makes an independent judgment to recommend to the cognizant Contracting Officer (CO) whether or not a Bill for Collection should be issued to contractor/recipient or a Bill for Collection should be written off by the Mission.
4. Maintains a tracking system on status of all outstanding audits conducted by USAID/Jordan, USAID/W and local contractors/recipients. Works closely with FMO to ensure receipt of contractor/recipient contracted audits. Compiles and provides information and reports on all expired awards. Monitors dates of the record retention period and record destruction, and reports results to USAID/W. Organizes and maintains contract files in accordance with the Automated Directive System (ADS). Prepares and distributes closed out instruments to the appropriate storage location.
5. Maintains and regularly updates databases, such as Global Acquisition and Assistance System (GLAAS) concerning closeouts for all direct awards administered by the Contracting Office. Ensures that all data is correctly completed by the Acquisition Specialist, identifies and resolves any problems, and processes the award for close-out in GLAAS. Prepares monthly reports for CO and front office on status of close-outs. Identifies the need for other electronic or paper-based tracking systems and develops such records.

## Minimum Qualification Criteria:

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in a curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted.

### Qualification Criteria:

1. Certificate of Completion of secondary school, AND at least one of the following:
  - a. Certificate of completion in an Office Management training program; or
  - b. Certificate of completion in an Executive Secretarial Program; or
  - c. Completion of a university degree.

**Supporting documentation (e.g. a copy of bachelor's degree diploma) must be included in the application for eligibility purposes.**

2. Three to five years of experience in a mid-level administrative management field required, preferably involving contract administration or procurement of goods and services. One to two years of USAID experience desirable. Experience with Excel Software a must.
3. Level IV in both written and spoken English and Arabic is required. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. Examination scores have to have been recorded within the last six months; else candidate will be tested again.
4. Skills & Abilities:
  - a. Must be detail-oriented, have good analytical skills, and have excellent organizational skills to initiate and complete close out of USAID direct awards.
  - b. Discretion, tact and the ability to work under extreme stress to meet deadlines and to effectively complete required actions are required.
  - c. Excellent interpersonal skills and the ability to work independently are required.
  - d. Must have demonstrated exceptional working knowledge of the entire MS Office application suite (Word, Excel, Access, Outlook and PowerPoint).
  - e. Must have demonstrated ability to multi-task, perform under pressure, and produce accurate documents.

**Selection Process:**

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be invited for an interview. Testing and interview will be conducted in Amman, Jordan. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Internal Embassy employees must have completed 52 weeks of employment in their current position before being eligible to apply. Interested applicants for this position should submit the below listed forms electronically to:

Email: [usaidemployment@state.gov](mailto:usaidemployment@state.gov)

- A. Complete Universal Application for Employment (DS-0174); plus
- B. A current resume or curriculum vitae; plus
- C. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

Note: Application forms can be accessed from the Embassy web site:

[http://jordan.usembassy.gov/job\\_opportunities.html](http://jordan.usembassy.gov/job_opportunities.html)

**Point of Contact:**

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6605/6673.