

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b> Mexico	<b>2. AGENCY</b> USAID	<b>3a. POSITION NO.</b> 312872100042-A CAI-D63
<b>3b. SUBJECT TO IDENTICAL POSITIONS?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Agencies may show the number of such positions authorized and/or established:		

**4. REASON FOR SUBMISSION**

a. Reclassification of duties: This position replaces  
 Position No.: \_\_\_\_\_ Title: \_\_\_\_\_ Series: \_\_\_\_\_ Grade: \_\_\_\_\_

b. New Position

c. Other (explain): Update to use new A&A Specialist FSN-10 standardized Position Description.

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:	Acquisition and Assistance Specialist, FSN-0810	FSN-10		
b. Other:	FSN Unit signs UPDATE of PD for Position No. CAI-D63, no review of Job Report or reclassification action executed. New number after Update is 312872100042-A.			
c. Proposed by Initiating Office:	Acquisition and Assistance Specialist, FSN-0810	FSN-10		

<b>6. POST TITLE POSITION</b> (if different from official title) Acquisition and Assistance Specialist	<b>7. NAME OF EMPLOYEE</b> VACANT
<b>8. OFFICE/SECTION:</b> a. First Subdivision: b. Second Subdivision:	a. First Subdivision: c. Third Subdivision:

**APPROVALS AND SIGNATURES SECTION**

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
Typed Name and Signature of EMPLOYEE <div style="text-align: right;">Date (mm-dd-yy)</div>	Typed Name and Signature of SUPERVISOR <div style="text-align: right;">Date (mm-dd-yy)</div>
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

**13. BASIC FUNCTION OF POSITION**

The Acquisition and Assistance Specialist is located in the Office of Acquisition and Assistance, USAID/Mexico. The function of the Office is to provide Acquisition and Assistance (procurement) support to Mission Technical Offices and Development Objective (DO) and Assistance Objective (AO) Teams in the Mission and in any Regional Offices that may be supported by the Mission. The primary purpose of this position is to perform a variety of acquisition and assistance duties including writing grants, cooperative agreements, contracts, and other procurement instruments and preparing amendments in support of the Mission. The Specialist reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of scopes of work (SOW); drafts requests for proposal or quote; performs cost and price analysis; analyzes proposals or quotes received; drafts contracts and contract modifications; analyzes contractor-proposed budgets; recommends revisions to various contract provisions; writes Memoranda of Negotiation; and, prepares other required documentation. The Specialist maintains contract files and records up to date, prepares Contractor Performance Reports (CPRs), and supports award closeouts. The Specialist provides guidance related to administrative award modifications. The Specialist is responsible for carrying out day-to-day activities in an independent manner.

**14. MAJOR DUTIES AND RESPONSIBILITIES****% OF TIME**

Procurement Planning: 80%

a. The Specialist is responsible for program/project/activity acquisition and assistance support for USAID/Mexico Technical Offices, DO and AO Teams, and any designated Regional clients. USAID programs are diverse and multi-sectorial. The Specialist is required to provide acquisition assistance to designated Technical Offices and/or DO/AO Teams, and to support a variety of programs/projects/activities. These programs/projects/activities are implemented through complex Government contracting and grant mechanisms, including but not limited to purchase orders, competitively negotiated technical assistance agreements, contracts, cooperative agreements, Participating Agency Service Agreements (PASA), and sole source contracts.

b. The Specialist is expected and required to recommend the appropriate procurement instrument type for the situation at hand, and to accurately apply USG procurement laws, regulations, policies, and procedures governing each type of instrument. The advanced developmental nature of the assignment includes the acquisition of goods and various types of services. The Specialist must be equally familiar with the procedures for acquisition of goods, and for managing personal service and non-personal service contracting actions.

c. The Specialist is expected to work with technical specialists/activity managers in Technical Offices and DO/AO Teams throughout the Mission and the Region, assisting in the preparation of annual procurement plans, the development of clear and concise statements of work, and full supporting documentation. The Specialist must be able to provide authoritative technical guidance to technical specialists/activity managers, pertaining to their procurement-related responsibilities and procedures. Specific duties include:

Pre-Award Duties – the Specialist assists technical DO/AO Team personnel in the analysis of annual program plans, and advises on the selection of appropriate acquisition and assistance mechanisms to help achieve program objectives; assists technical personnel in the preparation of required descriptions of proposed activities, including statements of work, specifications, and activity descriptions; prepares pre-solicitation documents and clearances, including determinations, justifications, synopses, and solicitations and, reviews GLAAS Requisitions (REQs) for completeness and clarity. The Specialist advises on the adequacy of evaluation criteria, proposed contracting mechanisms, the extent of advertising required, and any other required terms and conditions. In coordination with Technical Offices and/or representatives of host-country governments, the Specialist evaluates and analyzes bids and proposals, ensuring compliance with evaluation criteria. The Specialist assists in the development of pre-negotiation costs or programmatic objectives, in conjunction with the Contracting/Regional Contracting Officer and/or his/her designee, technical personnel, and others; recommends the competitive range, and negotiates with potential awardees; documents negotiations in writing; assists in technical and cost evaluations; recommends the selected contractor and prepares contract files, to include making required certifications and determinations necessary for each procurement action; and, prepares award documents that accurately reflect all discussions and provisions relevant to the type of award mechanism to be implemented.

Post-Award Duties – The Specialist monitors performance as required by the terms and conditions of the award, through review of performance and review of financial reports; manages the assigned portfolio; assures that funding is available when required; and, works with DO/AO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the program/project/activity are

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met; conducts site visits and attends meetings; and, provides guidance to technical personnel and assists in programmatic duties as required to avoid contractual/legal improprieties. The Specialist assists the CO/RCO with issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

d. The Specialist conducts closeouts of contracts, grants, and cooperative agreements after completion; closeouts include ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

Other Relevant Duties: 20%

Performs other duties as assigned or required.

### 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, international relations, quantitative methods, and/or organization and management is required. NB: Additional education may NOT be substituted for Experience.
- b. Prior Work Experience: Four or more years of progressively responsible experience in acquisition and assistance, development assistance, or a closely related field is required.
- c. Post Entry Training: The Specialist will be provided formal training; successful completion of all mandatory Federal Acquisition Certification courses leading to successful completion of Contracting (FAC-C) Level II, along, with at least a Fully Successful or equivalent performance evaluation. In addition, the Specialist will be provided other formal and/or on-the-job training as considered appropriate, based on availability of course offerings, and availability of funds.
- d. Language Proficiency Level IV (Fluent) English and Spanish proficiency, both oral and written, is required.
- e. Job Knowledge: Knowledge of public and/or private-sector business processes is required. At this level, knowledge of US Federal and USAID Acquisition Regulations, or knowledge and understanding of how to execute and administer an acquisition instrument, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. A good knowledge of Regional markets pertaining to program and project requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is desirable.
- f. Skills and Abilities: The ability to plan and administer acquisition activities, and provide adequate acquisition assistance and support for agency programs and projects in a timely manner is required. The ability to apply governing contracting regulations, procedures, and policies to assigned acquisition and assistance programs is required. An ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required. Skill in the use of most elements of the Microsoft Business suite is required.

Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.

### 16. POSITION ELEMENTS

- a. Supervision Received: The Acquisition and Assistance Specialist works under the general guidance of the Contracting Officer/Regional Contracting Officer and/or his/her designee, or a higher-level Specialist/Officer, who makes assignments in terms of the range of procurement actions the Specialist will perform. The Specialist independently initiates necessary coordination with requesting Mission CORs/AORs, Technical Offices, and DO and AO Teams providing policy and strategic guidance on how to best fulfill requirements, and with OFM and RLA, staffs of other agencies, and with awardees. The Specialist keeps the Contracting

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Officer/Regional Contracting Officer, and/or his/her designee, updated through periodic status reports and through verbal briefings. Completed work is reviewed from the overall standpoint of providing a viable procurement approach for results achieved, in meeting delivery schedules, and in the selection of appropriate contract methods.

- b. **Supervision Exercised:** This is a non-supervisory position, although the Specialist may be assigned as an acting Leader for short periods of time. The Specialist may provide limited guidance to lower-level acquisition staff, trainees, and clerks.
- c. **Available Guidelines:** Guidelines include the Federal Acquisition Regulations (FAR), USAID Acquisition Regulations (AIDAR), Automated Directives System (ADS), Code of Federal Regulations (CFR) 200/700, 2 Code of Federal Regulations (CFR) 200/700, USAID ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDS), Contract Information Bulletins (CIBs), US Department of State Standardized Regulations, Federal Travel Regulations (FTR), Office of Management and Budget (OMB) Circulars, Mission Orders, and grant format requirements.
- d. **Exercise of Judgment:** The Specialist must exercise a high degree of sound judgment in handling all aspects of pre-award and post-award actions, when advising CORs/AORs and Mission staff, and when interacting with implementing partners (IPs) to resolve complex issues arising during program/project/activity implementation. The Specialist must exercise good judgment in dealing with visitors and callers; in the analysis of cost, financial, and other characteristics of prospective contractors and grantees; and, in deciding what questions need to be asked of Technical Officials and DO and AO Team representatives and proposed contractors/grantees, in order to ensure achievement of the acquisition objectives on contract, grant, or other assistance instruments. Unusual decisions and matters of policy are referred to the Contracting Officer/Regional Contracting Officer and/or his/her designee.
- e. **Authority to Make Commitments:** The Specialist is required to hold discussions and negotiations with potential contractors and grantees to reach agreement on statements of work/program descriptions and budgets. The Specialist has the authority to conclude negotiations and to structure the final terms and conditions of USAID acquisition and assistance instruments, as assigned. The agreements must be approved and signed by a warranted Contracting Officer/ Regional Contracting Officer and/or his/her designee, in order to obligate funds.
- f. **Nature, Level, and Purpose of Contacts:** The Specialist is in daily contact with staff throughout the Mission, with managers of any serviced Missions/Offices in the Region, Technical Office staffs and DO and AO Team Leaders, CORs/AORs, and with grantees, potential grantees, visitors, and mid- to high-level officials from both the public and private sectors, as well as with NGOs and IPs, in order to exchange and/or collect information, and to provide advice relating to program implementation.
- g. **Time Expected to Reach Full Performance Level:** One year.