

USAID VACANCY ANNOUNCEMENT # VN12-002

TO: All Mission Employees

FROM: Troy Tillis, Acting Executive Officer

SUBJECT: Vacancy Announcement - Senior Acquisition & Assistance Specialist

DATE: July 06, 2012

The United States Agency for International Development (USAID) in Lima, Peru is seeking applications for the following position:

Position Title: Senior Acquisition & Assistance Specialist

Pos. No. and Grade: FSN 11, C-296

Division/Office: Regional Office of Acquisition and Assistance

BASIC FUNCTION OF POSITION

The Senior Acquisition and Assistance Specialist provides full professional expertise in the acquisition and assistance ("A&A") field to the Regional Office of Acquisition and Assistance (ROAA) in USAID/Peru. ROAA manages all A&A instruments of USAID/Peru, USAID/Ecuador, USAID/Bolivia, USAID/Paraguay and USAID/Brazil, as well a large South America Regional Environmental (SAR-E) portfolio that spans seven countries in South America. The A&A Specialist is primarily responsible for assisting the USAID/Peru Economic Growth and Environment (EGE) team and the SAR-E team with the achievement of implementation results, development goals and objectives. These two portfolios are two of the largest managed by the Mission and represent a significant investment of USAID Foreign Assistance. The incumbent also has the responsibility for assisting, as needed, in the management of the large regional portfolio.

As one of the principal assistants to the Contracting Officers with the responsibility for the EGE, SAR-E and at times the regional portfolios, the incumbent will be required to perform independently in a program requiring complicated and sensitive contracting operations and solid judgment. S/he is responsible for ensuring that most critical A&A instruments are drafted, negotiated, executed, and administered in a timely and effective manner that effectuates the achievement of critical Mission goals. S/he is recognized by his/her colleagues both within and outside the mission, as an expert in all aspects of acquisition and assistance to implement development programs. S/he also has a thorough understanding and knowledge of the portfolio s/he manages and of the programs that comprise it. S/he is an expert and keeps abreast of the acquisition and assistance laws and regulations, and Agency policy and procedures and applies this knowledge to solicit, award and manage a complex variety of mechanisms of critical importance to the Mission and the overall Agency.

Besides being able to apply professional procurement skills multi-sectorally, the incumbent will be expected to fulfill a leadership role for USAID employees within the office and provide mentorship to more junior staff. S/he also interacts with multiple U.S. and host government entities, including implementing partners on award management issues. S/he is expected to handle such interactions professionally, in a timely manner and be sensitive to the cross-cultural characteristics of the various parties.

MAJOR DUTIES AND RESPONSIBILITIES

The Senior A&A Specialist serves as one of the ROAA FSN foremost procurement experts and advisors for a broad range of A&A activities that include high-dollar and very complex competitive acquisition actions and innovative assistance mechanisms.

- a. General Portfolio Management Responsibilities: The incumbent is responsible for the dynamic range of the Mission portfolios assigned, comprised of dozens of A&A instruments and with a value of over \$150 million, and regional actions as needed. S/he must engage and work closely with the technical teams in planning appropriate procurement strategies to optimize accomplishment of results at effective costs.

S/he:

- Professionally and collegially represents the A&A viewpoint to the technical teams with the objective of having all team members fully understand and appreciate the value adding nature of the procurement function, how to obtain needed services or assistance, as well as the statutory and procedural requirements established by Federal and USAID authorities.
- Must plan and manage the procurement and assistance process from inception to negotiation, award, administration and ultimately close-out;
- Is expected to produce high quality procurement documents and memoranda that reflect the highest levels of analysis and must always present solutions and options that will help further the Mission's development objectives;
- Must be able to work independently and directly with representatives of the executive management of implementing partners to negotiate new acquisition/assistance instruments and resolve administrative issues in existing instruments;
- Advises ROAA and Mission leadership and implementing partners on procurement strategies for successful implementation;
- Is considered an expert in acquisition and assistance and a problem-solver in crisis or unprecedented situations;
- Assists in the development of internal procedures and policies and mentors junior staff, including first-tour USDH officers, on all aspects of the acquisition/assistance process, demonstrating the highest professional standards;
- Expertly advises the Contracting Officers on matters of protest, freedom of information requests, audit findings and resolutions, government to government assistance, etc; and
- Recommends the need for pre-award assessments for local governmental organizations.

b. Pre-award Expertise and Services: Performs all actions required to conceptualize, plan, solicit, negotiate and award different procurement actions of varying complexity. Participates in Mission design teams and provides expert A&A guidance from the design phase to award. Develops and tracks the Procurement Plan and pre-award activities. In particular:

- Engages early in the design process and assists technical team members with the drafting of results-oriented statements of work, program descriptions, evaluation criteria and other documents needed that reflect the principles of local capacity building, small business utilization and reduced risk for the government;
- Fully understands performance based A&A principles with a resulting capability to assist technical teams articulate concrete, realistic and measurable deliverables that are meaningful for the objectives of development;
- Elicits requirements, reviews statements of work, program description and budget documents, and manages the A&A process in full and updated compliance with requirements of the Federal and USAID Acquisition Regulations (FAR and AIDAR), Contract Information Bulletins (CIBs), Acquisition and Assistance Policy Directives (AAPDs), etc.;
- Guide and manage the entire request for proposals or applications process, including issuance of the request, receipt of proposals/documents, compliance review, cost/price analysis and realism analysis, appropriate interaction with offerors/applicants and preparation of award documents; and
- Create, complete and maintain fully documented files with certifications, negotiation memoranda reflecting expert analysis and rationale for the Contracting Officer decision, and other documents in accordance with the ROAA Official Filing Policy.

c. Post-award Expertise and Services: Performs all actions required to administer the complete range of A&A instruments in the assigned portfolio, from contractor/grantee mobilization through closeout. Relies on a comprehensive mastery of the Mission strategy, FAR, AIDAR, Code of Federal Regulations (CFR) and other procurement guidance sources to conduct performance based administration, which maximizes the specific contributions of all parties towards achievement of the Mission's Development Objectives.

- With the objective of maximizing problem avoidance over reaction, exercises a leadership role during the administration phase and is proactive during implementation of the project, participating frequently in project site visits whenever practicable;
- Coordinates closely with technical team, controller and legal officers, conducting meetings and conferences as required, interpreting contract or grant provisions, and negotiating and finalizing instrument modifications when warranted;
- Scrutinizes and monitors award compliance by thoroughly reviewing implementing partner submissions, including quarterly performance reports, budgets, procurement plans or requests for Contracting/Agreement Officer decisions and provides recommendations for appropriate courses of action, as needed;
- Manages the multitude of contract/grant administration activities related to salary, subcontracts, key personnel and non-expendable property reviews;

- Coordinates with the Contracting/Agreement Officer's representative on implementation and performance by the implementing partner, keeping the Contracting/Agreement Officer fully informed.
- Coordinates special requirements and debt determinations with other Contracting/Agreement Officer, U.S. Government offices and agencies, primarily including the Inspector General, Defense Contract Audit Agency and Small Business Administration.
- Ensures that results contractually required are documented and that A&A actions are properly closed out.

d. Other Duties: Performs other job related duties as assigned.

DESIRED QUALIFICATIONS:

Education:

BA/BS degree in a relevant field is required, e.g. business administration, economics, and finance.

Prior Work Experience:

A minimum 5 years of progressively responsible experience in business, procurement, negotiations or a related topic, at least two of which should be with a U.S. Government Agency.

Post Entry Training:

Incumbent must complete an initial set of eight A&A courses, plus on-the-job skills maintenance and upgrade training throughout his/her employment. The Incumbent must have received or be able to receive an equivalency of FAC-C Level II from Federal Acquisition Institute, at a minimum. Most training involves international travel for periods of up to two or three weeks.

Language Proficiency:

Level IV (fluent) in English reading and writing, and equivalent in Spanish is required.

Knowledge:

Expert knowledge of all applicable U.S. A&A regulatory and procedural guides, U.S. Government procurement practices, regulations and policies, the Code of Federal Regulations, etc. Good working knowledge of host government labor and procurement laws. Excellent business knowledge of how commercial businesses and nonprofit organizations (NGOs) are motivated and operate to include marketing, accounting and administrative systems, indirect costs, and profit objectives.

Abilities and Skills:

Demonstrated ability to provide expert, thoughtful and professional acquisition/assistance policy advice and guidance. Demonstrated excellent analytical skills and business judgment. Demonstrated ability to learn and absorb knowledge quickly. Ability to organize and manage a large volume of acquisition/assistance instruments utilizing exceptional organizational skills, with ability to prioritize assignments and handle many assignments simultaneously. Strategic planning skills are required, including conceptualization, analysis, and needed actions, provided large amounts of information. Embodies and consistently demonstrates the USAID and State Department Core Values of: Loyalty to U.S. and the American

people; Character and Integrity; excellent Service; Accountability; dedication to Community, teamwork and professionalism; and Diversity. The incumbent must be adaptable for travel to remote locations both via air or surface means. Computer skills required include: Expert knowledge of the full Microsoft Office suite; must be an expert at utilizing the internet and internet-based tools and applications, such as Google Mail. Thorough knowledge of the USAID obligation and award creation systems is preferred.

USAID/Peru, an equal opportunity employer, does not discriminate on the basis of race, color, religion, nationality, sex, age, physical or mental disability.

Candidates will not normally be considered for higher-level positions during their probationary period.

To apply for this position, interested candidates should submit the following or the application will not be considered:

1. For applicants within the Mission: Please submit a Memorandum of Application and a resumé.
2. For applicants outside the Mission: Please submit a current resumé/curriculum vitae as well as a letter of application.

All completed applications must be returned to USAID/Peru Human Resources Office or via fax to 618-1350 by 4:00 p.m. Friday, July 20, 2012. Applications received after the closing date will not be accepted.

Prepared by:EXO/HR