



DATE: August 5, 2011

SUBJECT: JOB VACANCY ANNOUNCEMENT – 2011/16

TO: All Qualified Applicants

JOB TITLE: JUNIOR ACQUISITION & ASSISTANCE SPECIALIST
for the Local Capacity Development Program (LCD) — ROAA

GRADE: FSN-9 with the possibility of hiring the employee at the lower grade
if he/she does not meet all the position's requirements

The duration of this contract is for two years.

Note: Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

A. BASIC FUNCTION OF POSITION

Basic function of the position: The Acquisition & Assistance (A&A) Specialist serves as a professional and will assist in the management of various procurement portfolios. He/she will serve as an A&A specialist responsible for pre-award and post-award functions, including cost/price analysis, negotiation, and administration for a variety of mission teams. He/she will perform developmental assignments under closer than normal supervision and will be expected to handle progressively more difficult assignments when the full performance level is reached.

The A&A Specialist is responsible for solicitation analysis, evaluation, and negotiation of applications and proposals for technical assistance services in support of the USAID Mission in Senegal. The A&A specialist will work as a member of a team led by a senior contract specialist on the more complex of the mission's contracting actions, or alone on actions of moderate complexity.

While the incumbent is not a warranted Contracting Officer, he/she must have developed specialized procurement knowledge by completing the Federal Acquisition Certification in Contracting (FAC-C) level I training requirements necessary for USAID Contracting Officers.



B. MAJOR DUTIES AND RESPONSIBILITIES

The A&A Specialist is part of a team responsible for managing the procurement portfolio of acquisition and assistance functions for USAID/Senegal Mission. Each transaction for both acquisition and assistance instruments can range in dollar amounts anywhere from \$2,000 to \$40,000,000. Many acquisition and assistance awards are generated through the use of full and open competitive methods and through the use of negotiations, however, some procurements are generated through sole source negotiation. As a result, a contractual document will be prepared by the means of a task order, delivery order, and orders against indefinite quantity contracts, interagency agreements, cooperative agreements, grants, Leader with Associate Awards or through the use of the simplified acquisition process (purchase orders). He/she should be familiar with the Simplified Acquisition Procedures and Processes.

The A&A Specialist will work on developing the skills to be familiar with and understand the frequent use of both cost reimbursement and fixed price contracts and their proper application. The A&A Specialist should also be familiar with the procedures applicable to acquiring goods and non-personal services. The A&A Specialist will work on identifying the awarding of Purchase Orders through the mandatory and competitive sources. Their routine workload should involve the award of delivery orders against indefinite quantity contracts (and the award of those basic indefinite quantity contracts), proportionately much more consists of unique, one-time purchase of technical assistance, studies, workshops, training, logistical support arrangements, and direct provision of services in a broad range of program areas.

The A&A Specialist will assist in the preparation of all required supporting documentation and manage the entire process through the completion and closeout of the award. The A&A Specialist shall provide technical guidance to the Agreement Officer's Technical Representatives (AOTR) and Contracting Officer's Technical Representatives (COTRs) on the performance of their procurement delegated responsibilities.

a. Pre-Award Duties and Responsibilities:

Participates in the procurement planning phase which may involve reviewing strategic objective agreements/results frameworks, participating in program planning meetings and identifying components of the plans that should be accomplished through the participation of outside service providers.

Collaborates with Team Members/Activity Managers in the preparation of advance procurement planning for each proposed action which should reflect the steps required by regulation or policy in the selection process, provide realistic estimates of the time required to accomplish each step of the activity and commit to maintaining the agreed upon schedule. Keeps the Contracting Officer informed of anticipated workload demands in the tracking workload processes.



- 3 -

Collaborates with Team Members/Activity Managers in the preparation of a proposed activity including, as appropriate, statements of work, program descriptions, establishing the evaluation criteria, assistance may take the form of participation in the original drafting process, review of drafts, training on USAID regulations and FAR and AIDAR requirements.

Reviews incoming requisition document (Activity Approval) to ensure accuracy and compliance with all agency and mission requirements and appropriateness for the proposed action. Ensures proper recording of requisition information into the bureau Acquisition and Assistance Information Systems database.

Prepares and/or assists in the preparation of all required pre-solicitation documents, including determinations and findings (if required), synopses, justifications for other than full and open competition and exceptions to competition, and the issuance of RFQs, or RFTOPs. When it is necessary, assists in conducting pre-award conferences for potential offerors.

Assists in the evaluation of applications and proposals for responsiveness to a particular solicitation and document their relative strengths and deficiencies through technical support and advice. Obtains reports and references, ensuring that offerors' past performance has been relevant and of a high quality.

Performs analysis on cost issues with consideration to factors of involving materials, equipment, labor, and transportation costs. Determines overall reasonableness of costs submitted. Ensures that data provided is consistent with all USAID requirements on eligible geographic sources, and that salary structures are consistent with Agency policies.

Ensures that offerors have adequate management, accounting, staffing, procurement systems, policies, and quality control systems in place to satisfactorily carry out USAID issued contracts and or grants. Requests audit reports from the office of Inspector General, Defense Contract Audit Agency and obtain clearance from the U.S. Department of Labor and/or the Small Business Administration on a variety of EEO and workplace issues. Conducts pre-award surveys for all new PVO and NGO doing business with USAID for the first time.

Analyzes cost proposals and technical scoring processes from the technical evaluation committee, establishes competitive range and presents documentation of proposed selected offeror to the Contracting Officer for concurrence.

Requests submission of Revised Final Proposal and prepares appropriate contract or grant instruments for award. Coordinates last stages of selection with the SO Team Members. Awards grants and cooperative agreements with U.S. based and indigenous PVOs and NGOs, Colleges and Universities and other non-profit organizations. Analyzes all transactions to ensure compliance with Agency cost-sharing and registration policies, as well as local laws governing status. Coordinates contracting activities with other government agencies frequently negotiating and drafting interagency agreements.



- 4 -

Represents the Contracting Officer in the evaluation of applicants and proposals ensuring compliance with all published evaluation criteria and factors, and Federal and USAID regulations, policies and procedures. Provides instructions to the technical evaluation committee regarding rules and procedures in the conduct of a competitive source selection. Obtains pricing assistance as necessary and performs cost or price analysis, as appropriate and documents findings.

Prepares award documents that reflect the results of all discussions, any special needs of the project, and applicable terms and conditions.

Distributes award documents, ensures proper recording of the obligation by the Controller's Office, and provides all required notifications to unsuccessful applicants or offerors and U.S. Government award publication points. Prepares all written debriefings and arranges for telephone or in person debriefings and ensures proper data entry into USAID acquisition and assistance management information systems.

b. Post Award Duties and Responsibilities

Responsible for contract administration sufficient to ensure that the terms and conditions of the award are met and that the contractor or recipient meets delivery schedule and/or performance milestones in a timely manner to achieve Mission objectives.

Organizes Post-award conferences to include orientation meeting with the selected contractor beneficiaries, and relevant implementer employees to ensure that mobilization efforts will be conducted efficiently and that all terms and conditions of procurement instrument are clear and well understood by all parties.

Researches issues contained in, and drafts responses to miscellaneous items of correspondence on a wide variety of acquisition and assistance awards. Examples include, but are not limited to: the review of subcontract consent requests, salary approvals, equipment approvals, etc.

Performs procurement administration functions such as providing review, recommendation and drafting of correspondence on administrative award approvals, and clarifying award terms and provisions to awardees, AOTRs or COTRs.

Ensures that contractors submit required subcontracting plans, inventory reports, quarterly financial reports, responses to contractor performance reports, follows extension needs, follows funding needs, and ensures new requirements/clauses are incorporated in present contracts/grants.



- 5 -

Takes appropriate action and prepares documentation on any issues that may arise in the course of performance, including changes, disputes, work stoppages, problems with Government Furnished Property or Materials, changes in scope or direction, replacement of key personnel, failure to make acceptable progress, budget realignment, default payment problems, or unacceptable performance/ deliveries.

Reviews assigned portfolio procurement files to ensure that documents, i.e. memoranda of negotiations, class justifications and other relevant documentation are included in procurement files.

Closes-out completed contracts, grants, and cooperative agreements following agency procedures and prepares all relevant close-out documentation.

Participates in special projects, as assigned and contribute regularly to the office's participatory management structure.

C. DESIRED QUALIFICATIONS

a. Education: Completion of High School level Diploma.

b. Prior Work Experience: Progressive procurement experience and at least 1 year of professional acquisition/assistance experience in U. S. Government agency (direct or indirect).

c. Post entry training: Federal Acquisition Certification in Contracting (FAC-C) Level I, Global Acquisition and Assistance System (GLAAS), Competition in Contracting Act (CICA), Commercial Item Determination (CLC 020), Commercial Item Pricing (CLC 131), USAID Assistance course. Competency in computer based packages such as Writing Skills training to draft contractual Document, Federal Business Opportunities (FedBizOpps), Grants.gov and GSA Advantage.

d. Language Proficiency: English and French speaking proficiency at Level IV (fluent) are required. Strong English writing ability is essential.

e. Knowledge: Knowledge of laws, rules, regulations of Federal and agency procurement regulations and highly specialized knowledge of:

1. Analyzing and organizing large amounts of detailed information, such as cost factors and contract types, as relates to requirements;
2. Good knowledge of market conditions, the political context and social conditions impacting USAID contracts, grants, cooperative agreements and other contractual arrangements.
3. Knowledge of the concerns for doing business with PVOs, NGOs, 8(a) firms, small business firms and minority business firms.
4. Good understanding of the competition process and related responsibilities.



f. Skills and Abilities:

- Ability to work as part of a team. Analytical skills and sound judgment to select appropriate acquisition or assistance instrument types, to evaluate bids or offers and determine the responsibility of contractors on the basis of competition, historical costs, reports and to conduct cost and price analysis. Negotiation skills to discuss large dollar contracts and assistance instruments. Excellent writing skills to draft procurement related documents and to develop sound solicitation documents.
- Excellent interpersonal skills in dealing with internal and external officials. MS Word, Excel, Adobe.

D. POSITION ELEMENTS

- a. **Supervision Received:** Receives guidance from a warranted Contracting Officer who makes assignments in terms of procurement actions to be performed. The A&A Specialist works with a senior A&A specialist and is responsible to perform developmental assignments under closer than normal supervision. He/she will be expected to handle progressively more difficult assignments when the full performance level is reached. The A&A Specialist will keep updates on briefing and periodic status reports and procurement plans. Complete work is reviewed from the overall standpoint of providing a viable procurement approach for meeting established objectives, and results achieved in meeting delivery schedules and contractual conditions.
- b. **Available Guidelines:** Federal Acquisition Regulations (FAR), Automated Directives System (ADS), A.I.D. Acquisition Regulation (AIDAR), Acquisition & Assistance Policy Directives (AAPD)/Contract Information Bulletins (CIB), Mission Orders, USAID Administrative Notices
- c. **Exercise of Judgment:** The A&A Specialist is expected to work with the senior A&A specialist to exercise collective judgment as a member of the procurement team on the SOs teams to :
 1. identify those aspects of regulations which apply to the particular procurement
 2. develop justification for adopting a procurement posture
 3. tailor provision to meet special requirements and develop criteria or justification involving contractor claims
 4. to recommend the selection of winning contractors or grantees
 5. determine the use of special clauses, required clearances
- d. **Authority to Make Commitments:** The incumbent will work with the senior A&A and Contracting Officer when dealing with problems arising during the pre-award or post-award phases of the procurement action, which requires the management of full open competitive transactions from inception to completion. The incumbent is authorized to distribute official documents including solicitations, awards and award modifications to authorized personnel and client missions. However, he/she has no authority to bind the U.S. Government to contract or order any goods or services.



e. Natures, Level and Purpose of contacts: Contacts include large and small U.S. business firms, other local national and international business firms, disadvantaged business firms, UN agencies, Public Voluntary Organizations (PVOs), Public International Organizations (PIOs). Typical contacts with contractors include officers and technical experts representing these firms. The incumbent works with technical staff, auditors, and others from within the agency. The contacts occur in moderately unstructured settings, with the roles and authorities being developed during negotiation or discussion. The purpose of contacts with external groups is to conduct conferences, share USAID policies on recent procurement innovations, techniques and reforms, top conduct fact finding, negotiate contracts, and modifications, and resolve numerous problems during contract administration.

Contacts with Mission teams are to advise on developing procurement plans and strategies leading to implementation. Contacts at host country counterpart institutions are to represent USAID overseeing briefing sessions by potential contractors, and ensure that the counterpart employees understand USAID procurement processes fully.

d. Supervision Exercised: N/A

e. Time Required to Perform Full Range of Duties after Entry into the Position: One year.

HOW TO APPLY: Interested applicants should submit a completed OF-612 form or a complete resume to:

Human Resources Mgt. Specialist. or
USAID/Senegal
B.P. 49 - Dakar, Senegal
Email address: usaiddakar-hr@usaid.gov

Human Resources Mgt. Specialist
USAID/Senegal
Petit Ngor - Dakar, Senegal

Deadline to receive applications: SEPTEMBER 9, 2011

Cleared by: Abdou Ndiaye, Acting REXO:  Date: 8/8/11

Beatrice Conde, Regional Contracting Officer  Date: 8/8/2011