



USAID | SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-12-006

OPEN TO: All interested and qualified candidates

Current mission employees serving a probationary period are not eligible to apply.

POSITION: Acquisitions and Program Specialist

OPENING DATE: Sunday, April 29, 2012

CLOSING DATE: Sunday, May 13, 2012 - max. 4:30 p.m.

WORK HOURS: Full-time; 40 hours/week

SALARY & GRADE: FSN-11

In-house candidates must apply through their supervisors.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

The USAID/Sudan is seeking a Sudanese National or Ordinarily Resident citizen of Sudan for the position of Acquisitions and Program Specialist in the Program office at USAID Khartoum.

BASIC FUNCTION:

The incumbent of this position: 1) serves as an Acquisitions and Program Specialist in the six-person Program Office, reporting directly to the Program Office's General Development Officer. 2) serves as a core member of the Program Office; 3) assumes primary responsibility for providing acquisitions assistance to the assigned teams; 4) performs the most complex acquisitions and assistance functions for those units; and 5) provides acquisitions support to the Office of Transition and Conflict Mitigation (OTCM) and Office of Democracy and Governance as needed, as well as the support offices (the Office of the Director, the Program Office, the Office of Financial Management, and the Executive Office), as may be required from time-to-time. Within the Program Office, the Specialist will take on progressive responsibility for working on USAID and State Department internal reports such as the Operational Plan, Performance Plan Report, and Mission Resource Request.

The incumbent's functions involve: (a) resolving complex procurement issues; (b) advising on the most advantageous and appropriate method of procurement and procurement instruments; (c) disseminating procurement policy changes to technical personnel; (d) managing low to high value program procurements; (e) managing low to medium administrative procurements; (f) advising host country on procurement policy and providing ad hoc training to host country contracting personnel; (g) reviewing host country contracts to determine conformance with acceptable procurement standards and ADS 300; (h) participating in technical office's discussions during the development stages of new activities; (i) advising technical offices and other support staff on the phases of procurements; and (j) coordinating the Mission's

submission of required reports to Washington based on the USAID/State Strategic and Resource Planning and Reporting Processes.

QUALIFICATIONS REQUIRED:

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

-- Education: A Bachelor's degree is required, preferably in the field of Business, Finance, Accounting or Economics. A graduate degree is preferred

--Prior Work Experience: A minimum of five years of progressively responsible work experience in the field of procurement/acquisitions and assistance and management. Prior experience and knowledge of U.S. Government contracting regulations and procedures is desirable

--Language Proficiency: (This will be tested)

	Speaking	Reading	Writing
English:	Fluent	Fluent	Fluent
Arabic	Fluent	Fluent	Fluent

--Skills:

Excellent analytical skills are required in order to analyze business proposals and other procurement related documents in addition to USAID and State Department program cycle reporting. The ability to speak authoritatively on U.S. Government contracting regulations and to negotiate and represent the Government's best interests to both U.S. and local firms/individuals is required. Excellent negotiation skills are vital to be able to orchestrate "win-win" settlements between disparate parties. The ability to work independently with minimal oversight is required. Excellent organizational skills to perform work on many actions at the same time - keeping them moving forward to completion even though each is at a different life-cycle stage - are required. Ability to evaluate contractor performance against contractual requirements is a must. Ability to create and review USAID program documents. Strong interpersonal skills are critical for the level and nature of interaction required with teams/technical offices, support offices and especially vendors/contractors and recipients. Excellent computer skills are required in order to use a variety of existing computer programs (Windows, Microsoft Word, Excel, Access, Power Point and Lotus 123) as well as the ability to learn and use new software. The ability to work calmly, tactfully and effectively under pressure is essential as is the ability to maintain strict CONFIDENTIALITY AND HIGH ETHICAL STANDARDS throughout all phases of USAID's reporting to Washington in addition to acquisition and assistance procurement actions.

SELECTION PROCESS:

--Applicants must be eligible for appointment under local government laws and regulations.

--Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.

--Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.

ADDITIONAL SELECTION CRITERIA:

1. Current employees serving a probationary period are not eligible to apply.
2. Current Ordinary Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their recent Employee Performance Report are not eligible to apply.

TO APPLY:

Interested individuals for this position should submit **ONLY** Form DS-174. This form is available on the U.S. Embassy web site http://sudan.usembassy.gov/usaaid_vac.html.

Additional Application Instructions

- DO NOT attach any additional or supporting documents such as certificates, licenses or awards.
- RESUMES will NOT be accepted.
- **INCOMPLETE** applications will **NOT** be considered.
- Completed applications must be received on or before the closing date listed on the Vacancy Announcement. Applications received after the closing date will not be considered.

Submitting Your Application

Email completed application only once to: khartoumusaidhr@usaaid.gov. Subject Line must include Position Title and Vacancy Announcement number.

If Selected for Consideration

Only persons selected for further consideration will be contacted and advised of the date and time for interview and testing. English proficiency (oral and written) testing is required. More than one appointment may be necessary. Only candidates attending the interview will be required to provide supporting documentation; for example, ID, licenses, educational certificates. ALL supporting documentation must be in English or translated.

DEFINITIONS

Ordinarily Resident (OR): A Sudanese citizen or a citizen of another country whose primary residency is Sudan and who has the required work permit for employment in Sudan.

The US Mission in Sudan is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs