

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 12/20B**

*This announcement is for a trainee level. The position is also advertised at a full performance level.
Please see the [ANNOUNCEMENT NUMBER HNALL 12/20A](#) for reference.*

OPEN TO: All Interested Candidates

POSITION: **Acquisition Specialist, FSN-8, FP-6**

OPENING DATE: June 5, 2012

CLOSING DATE: June 19, 2012

WORK HOURS: Full-time, 40 hours/week

ANNUAL SALARY: *Not-Ordinarily Resident (holding diplomatic passport): US\$ 44,737 (Starting salary)
(Position Grade: FP-6 will be confirmed by USAID Headquarters)
*Ordinarily Resident: US\$10,459 (Starting salary)
(Position Grade: FSN-8)

LENGTH OF HIRE: Long-term. Actual filling of the position is contingent upon the availability of funds

U.S. Agency for International Development (USAID), Hanoi is seeking an individual for employment for the position of Acquisition Specialist in its Office of Procurement.

BASIC FUNCTIONS OF THE POSITION

Under direct supervision of the Contracting Officer, the incumbent provides the full range of services to support USAID/Vietnam's acquisition and assistance (A&A) awards. Serving in this key role, the incumbent will advise and perform medium to complex acquisition and assistance functions to support USAID's development objectives in Vietnam. The incumbent's functions involve (a) performing low to medium value development-related program procurements; (b) performing low to medium administrative procurements; (c) resolving complex procurement issues; (d) advising on the most advantageous and appropriate method of procurement and instrument to be used; (e) disseminating procurement policy changes; (f) advising host country officials on procurement policy and providing ad hoc training to host country contracting personnel; (g) participating in technical office office's discussions during the development stages of new activities; and (h) advising technical staff and other support staff on the phases of procurement.

Please contact the Human Resources Office at 3850-5000 X5111 for further inquiries.

QUALIFICATION REQUIREMENTS

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

(1) A university degree in the field of Business Management, Business Administration, Marketing, Accounting, Economics, Finance, Law, International Trade, Industrial Management, Social science or Arts is required. **(2)** Must have at least one year of progressively responsible experience in the field of procurement/acquisition, grant/assistance and contract management with U.S. Government Agency or International organization. **(3)** Must have considerable practical and theoretical understanding of procurement and fundamentals of contract law, a good knowledge of international as well as local business practices and market pricing, and a good knowledge of basic and advanced Vietnamese international procurement rules and principle. **(4)** Must possess strong analytical skills to perform cost/price analyses of proposals and other procurement related documents, the ability to speak authoritatively on U.S. Government contracting regulations and to negotiate and represent the U.S. Government's best interests to both U.S. and local firms/individuals, the ability to work independently with

minimal oversight, work effectively in a diverse team environment, work calmly, tactfully and effectively under pressure as well as the ability to maintain strict confidentiality and high procurement integrity and ethical standards. Must have excellent negotiation, organizational, interpersonal and communication skills, and a strong focus on “attention to details”. **(5)** Must demonstrate strong computer skills in order to use variety of computer programs (including Microsoft and Google applications, GLAAS, and CPARS) (this will be tested). **(6)** Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

You may download the application form at http://vietnam.usembassy.gov/job_opportunities.html#appforms. Paper copies are also available from the security guard main gate at the U.S. Embassy, 7 Lang Ha Street, Hanoi between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

ADDITIONAL SELECTION CRITERIA

Please see post eligibility & qualification requirements on the bulletin board in Human Resources Office or on the Embassy website.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Embassy Hanoi
No. 7 Lang Ha, Dong Da, Hanoi
Tel. 84-4-3850-5000
FAX: 84-4-3850-5019

CLOSING DATE FOR THIS POSITION: JUNE 19, 2012

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews. If you do not hear from us within 4 weeks from the closing date, your application was not successful.)