

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 12/29**

This announcement is for a developmental level, with the full performance level as a FSN-10.

OPEN TO: All Interested Candidates
POSITION: **Acquisition and Assistance Specialist, FSN-8**
OPENING DATE: August 16, 2012
CLOSING DATE: September 14, 2012
WORK HOURS: Full-time, 40 hours/week
ANNUAL SALARY: *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 and Assistance Specialist in its Office of Procurement.

BASIC FUNCTIONS OF THE POSITION

Under the technical and administrative oversight of the Contracting Officer (CO) the incumbent provides the full range of services to support USAID/Vietnam acquisition and assistance (A&A) awards: 1) serves as an extended member of the mission's technical teams and advises on appropriate selection of procurement mechanism; 2) prepares procurement planning documents for assigned actions - estimates realistic time and schedules steps of the process; 3) reviews and analyzes requisition documents, obtains necessary clarifications and makes recommendations as appropriate; 4) prepares all required pre-solicitation documents and clearances; 5) formally receives applications, proposals, and quotations and administers the open solicitation by responding to requests; 6) represents the CO in the evaluation of bids, proposals and applications, ensuring compliance with all published evaluation criteria and factors; 7) represents the CO in the development of pre-negotiation cost or programmatic objectives; 8) prepares requests for confirmation of the results of the negotiation, including requests for proposal revisions, revised financial and program plans for assistance arrangements; 9) negotiates the award terms and conditions for complex acquisition and assistance instruments; 10) prepares the negotiation memoranda, fully justifying the decisions made and distributes award documents; 11) performs procurement administration functions; 12) reviews and clears contents/specifications for the contracting action funding documents; 13) initiates contractor performance reports, follows-up to ensure that reports are completed with input of contractors, CO and Assistance/Contracting Officer Technical Representatives (A/COTRs); 14) closes out completed awards following agency procedures and prepares all relevant documentation; 15) conducts training for the Mission employees, A/COTRs, Activity Managers, Recipients and Contractors as needed; 16) performs other duties as assigned.

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, Public Administration or International Affairs is required. **(2)** Must have at least two years 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.

* Full performance level: Advanced knowledge of Mission activities and general understanding of USAID programming policies and procedures. Thorough understanding of the Federal (FAR) and USAID Acquisition Regulations (AIDAR), Code of Federal Regulations, OMB Circulars, ADS, and Comptroller General Decisions. Two years of experience with a US Government organization in relevant area AND successful completion of a minimum of 8 mandatory U.S. Government procurement certification courses within two to three years. Travel to the Regional USAID Mission for Asia, in Bangkok, Thailand for On-the-Job Training (OJT) may be required for periods of up to two months at a time, until the incumbent reaches the full performance level.

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: SEPTEMBER 14, 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.)