



VACANCY ANNOUNCEMENT

No. 2015-002	Date: February 27, 2015	Ref:
Subject:	ACQUISITION AND ASSISTANCE SPECIALIST	
Location:	ABUJA – OFFICE OF ACQUISITION AND ASSISTANCE (OAA)	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates

POSITION TITLE: Acquisition and Assistance Specialist, FSN-11

OPENING DATE: February 27, 2015

CLOSING DATE: March 13, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: FSN: N8,029,911.00 p.a (Starting basic salary)
Position Grade: FSN-11
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

USAID/Nigeria in Abuja is seeking to employ a suitable and qualified candidate for the position of Acquisition and Assistance Specialist in the Office of Acquisition and Assistance (OAA).

BASIC FUNCTION OF POSITION:

Under the supervision of the Senior Acquisition and Assistance Specialist, the incumbent provides professional expertise in the acquisition and assistance field to USAID/Nigeria Mission. S/he will support the technical office to achieve implementation results and their development goals and objectives through contracts, Cooperative agreements and grants. As business advisor, the incumbent is responsible for providing guidance and mentorship to Agreement/Contracting Officer's Technical Representatives (A/CORs) and Activity Managers in the areas of procurement planning and technical oversight of USAID awards. The job holder is responsible for ensuring that acquisition and assistance effort are negotiated, executed, administered and completed in a timely and effective manner towards

the achievement of mission goals. The incumbent assists with the mentoring of new COR/AORs; Procurement Assistants; and junior A&A Specialist.

S/he is responsible for all pre-award, post-award and closeout functions involving highly complex negotiated procurements of significant importance to the agency. This position provides technical assistance necessary to execute a full range of procurement actions in support of USAID/Nigeria. The support required includes actions such as: task orders, delivery orders, grants and cooperative agreements, fixed price (including commercial contracts) and cost reimbursable contracts, modifications to this instruments and other miscellaneous administrative actions.

The incumbent conducts negotiations, prepares award documents and files documentation as required. S/he is also available for consultation on acquisition and assistance issues. The job holder is expected to function as an expert level with minimal supervision.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

NOTE: All applicants MUST address each selection criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

- 1. Education** – Baccalaureate degree and at least 24 semester hours in business classes such as accounting, law, business, finance, contracts, purchasing, economics, marketing, quantitative methods or bachelor's degree in Business Administration, Finance, Law and Marketing is required. The selected candidate will be expected to complete Level 1 Federal Acquisition Certification in Contracting (FAC-C) within the first six months.
- 2. Prior Work Experience** – Minimum of (5) five years of continuous and progressively responsible hands-on experience in procurement. The applicant must have completed or will complete within six months, the requirements for the Federal Acquisition Certification in Contracting (FAC-C) Program Level 1 certification. Formal exposure to Global Acquisition and Assistance System (GLAAS) highly preferred.
- 3. Knowledge** – A thorough and complete Knowledge and understanding of procurement regulations and contracting principles including the latest acquisition procedures and techniques with an in-depth understanding of U.S Government procurement rules and regulations is required.
- 4. Language Proficiency** - Level IV (fluency) Speaking/Reading/Writing in English Language is required.
- 5. Abilities and Skills** – Demonstrated ability to work in a highly demanding, cross-cultural environment and capable of handling tasks with varying deadlines. Must have good teamwork and interpersonal skills. S/he must be able to communicate complex and difficult policy and programmatic issues in an understandable manner to laypersons without oversimplifying. The incumbent must be able to maintain and adhere to high standards of professional conduct and must be able to function as a leader during contract negotiations and personally negotiate the majority of assigned contracts with minimal supervision.

SELECTION PROCESS:

When fully qualified, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees who are qualified will be given preference.
4. Only successful applicants who meet the minimum requirements will be notified.
5. The Human Resources Office will **NOT** accept applications or resume **submitted in U.S. Government official envelopes.**
6. **The minimum requirements must be adequately addressed in the cover letter of Your application package. Failure to do so will disqualify your application.**

HOW TO APPLY:

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. A **type-written application** specifically applying for this position, and addressing the minimum requirements as advertised. **Please reference the job title and announcement number on the application letter.**
2. A current resume or curriculum vitae, listing all job responsibilities; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. **Please indicate position title and vacancy announcement number on the top right corner of the envelope.**

SUBMIT APPLICATION TO:

Embassy of the United States of America
Human Resources Office
Plot 1075 Diplomatic Drive
Central District Area
Abuja.

POINT OF CONTACT:

Tel: 09-461-4000 ext. 9319

CLOSING DATE FOR THIS POSITION IS: MARCH 13, 2015

An Equal Opportunity Employer

Drafted: HR: AUzman
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