DATE: **January 18, 2013**

TO: **All Interested Candidates**

FROM: United States Agency for International Development, Regional Mission for Ukraine, Belarus and Moldova (USAID)

SUBJECT: Job Opportunity Announcement # 2-2013, USAID/Kyiv

POSITION TITLE: **Regional Acquisition & Assistance Specialist**

POSITION TYPE: FSNPSC – 40 hours per week

ANNOUNCEMENT: #2-2013/EXTERNAL

GRADE LEVEL: FSN-11 (The incumbent will be hired at the Development Level, FSN-9 or FSN-10 until all mandatory USAID training is completed and the full performance level of the position is reached)

OFFICE LOCATION: Regional Contracting Office

OPENING DATE: Immediate

CLOSING DATE FOR APPLICATIONS: February 18, 2013 at 6:00 PM Kyiv time

APPLICATION AND SELECTION PROCESS: Interested applicants should e-mail a *current résumé* and *letter of interest* **in English** to the USAID Human Resources Unit at **KyivVacancies@usaid.gov**

The United States Agency for International Development (USAID) Regional Mission to Ukraine, Belarus and Moldova is an equal opportunity employer.

Note: Only those applications that are received in the Human Resources Unit *before* the closing date will be eligible for consideration. Applications and letters that are *inadequate or incomplete* will not be considered. Only those applicants who are selected for interviews will be contacted.

Initial screening will be based on the curriculum vitae or résumé and cover letter. Best qualified applicants who meet minimum requirements will be invited for an interview and test. Written tests will be given to assess the candidate's English writing skills, knowledge of mathematics, ability to read and understand regulations.

Applicability: This position is open to all Ukrainian citizens and residents with valid work permits at the time of application.

A *résumé* or curriculum vitae must contain three to five references with current contact information. USAID/Ukraine will obtain and evaluate the applicant's past performance information to make a comparative evaluation of it as an indicator of how well the applicant is likely to perform. The Technical evaluation committee shall consider the past performance information obtained from the reference checks in scoring past performance. It is therefore recommended that the applicant alerts the contacts that their names have been submitted and that they are authorized to provide past performance information when requested. USAID may use past performance information obtained from other than the sources identified by the applicant. Names of the individuals providing reference information about an applicant's past performance shall not be disclosed.

A letter of interest must describe what the applicant understands to be the key responsibilities of the Acquisition and Assistance Specialist and highlight the applicant's qualifications, skills, attributes and past experience to demonstrate suitability for the position and how the applicant meets the required qualifications described below. The *letter of interest* may be considered as a writing sample and should not exceed three (3) pages using standard font (12) Times New Roman.

BASIC FUNCTION OF POSITION:

The Regional Acquisition & Assistance Specialist independently performs a variety of acquisition and assistance (A&A) duties including procurement planning, negotiating, drafting correspondence, communicating with implementing partners, writing assistance and acquisition awards, preparing modifications, and terminations for assigned technical programs in the USAID Missions serviced by USAID/UBM/RCO.

MAJOR DUTIES AND RESPONSIBILITIES

As an assistant to the Regional Contracting Officer/Agreement Officer (RCO/RAO), the Acquisition and Assistance Specialist is responsible for, but not limited to, the following duties:

1. Plan and Negotiate New Acquisition and Assistance Awards 35%

   a. Supports one or more technical offices for one or more countries to identify and plan the appropriate procurement steps and actions required to obtain the services, commodities or assistance needed to implement approved activities in a timely, effective and efficient manner.

   b. Provides advice during the design phase of activities on the various acquisition and assistance mechanisms available for implementation and the benefits and/or drawbacks of each type of mechanism to allow the technical office to make an informed decision and ultimately a recommendation to the Contracting/Agreement Officer.

   c. Provides advice and guidance to team member(s) in developing a contractible Statement of Work or practicable Program Description, including measurable results; developing the budget; developing appropriate evaluation criteria for competitive actions; and other necessary pre-obligation documentation, such as non-competitive justifications or source/nationality waivers.

   d. Prepares and issues Requests for Quotations for purchase orders, Requests for Proposals for contracts and task orders and Requests for Applications for grants or cooperative agreements for the Contracting/Agreement Officer's review and approval and ensures that these documents are

advertised and disseminated in accordance with the applicable policies and regulations.

e. Manages the technical evaluation process, including receipt and safeguarding of proposals; briefs the technical evaluation panel on its role and responsibilities; provides the technical evaluation panel with past performance records; reviews the evaluation memorandum prepared by the technical evaluation panel; and prepares discussion letters to offerors describing deficiencies in their technical proposals for the Contracting/Agreement Officer's review and approval.

f. Manages the cost evaluation process by analyzing cost proposals for allowability, allocability and reasonableness in accordance with the appropriate cost principles, including, inter alia, a review of indirect cost rates and any ceilings proposed, proposed subcontracts and subawards, and proposed cost sharing (if appropriate); prepares discussion letters to offerors describing deficiencies in their cost proposals for the Contracting/Agreement Officer's review and approval.

g. Develops cost and technical rankings of offerors and establishes competitive range (if appropriate) for the Contracting/Agreement Officer review and approval; and prepares memoranda to the Contracting/Agreement Officer supporting best value decisions.

h. Negotiates/discusses price and/or individual costs and technical requirements (as described by technical officers) with prospective contractors and recipients to ensure that all USAID requirements are met and that the price of the award is fair and reasonable.

i. Prepares Negotiation Memoranda, documenting and describing all relevant aspects of an award, including competition (or exceptions thereto), selection, cost analysis, responsibility determination and basis for award, for the Contracting/Agreement Officer's review and signature.

j. Supports a pre-award responsibility determination, which sometimes involves international travel and/or travel to rural regions of Ukraine. Assists the Office of Financial Management in drafting a Pre-Award Recommendations memo, as necessary. Further verifies applicant/offeror responsibility through research.

k. Prepares acquisition and assistance award documents in the Global Acquisition & Assistance System (GLAAS) for the Contracting/Agreement Officer review and signature, ensuring all relevant clauses or provisions and special instructions (such as Substantial Involvement or Reporting) are included. Coordinates with the Office of Financial Management to determine best method of contract/grant financing and payment. Prepares, as appropriate, electronic Congressional Notifications of Award, Federal Business Opportunities and Grants.gov announcements, and documents for the Mission website. Ensures award documents are distributed appropriately.

2. <u>Acquisition and Assistance Administration</u> 50%

a. Performs a wide variety of actions to support Strategic Objective team(s) in post-award contract and agreement administration and monitoring of performance by reviewing contractor or recipient reports, attending meetings with contractor or recipient staff, personal contacts and site visits, as necessary.

b. Arranges post-award conferences to review the roles and responsibilities of all parties to the agreement or contract.

c. In conjunction with Contracting Officer's Representatives (COR)/Agreement Officer's Representatives (AOR), monitors contractor and recipient performance and achievement of results, notifying the Contracting/Agreement Officer of any deficiencies or problems and ensuring proper

reporting of performance as required.

d. Responds punctually to contractor and recipient correspondence and action requests in accordance with applicable regulations, including, inter alia, personnel, salary and travel approvals, consent to subcontracting, source-nationality or other waivers, disposition of property, etc.

e. Negotiates and prepares modifications to contract and assistance awards for unfunded extensions, increases in ceiling price, incremental funding, and changes to contract terms and conditions, among others. Prepares more complex modifications with guidance from the Contracting/Agreement Officer.

f. Performs policy analysis, research and support as directed in conjunction with the Regional Agreement Officer and Regional Legal Advisor to maintain compliance with US Government regulations and resolve outstanding issues presented in procurement and activity implementation.

g. Maintains up-to-date and complete contract and award files.

3. Project Design and Performance Review 10%

Serves as an active member of Activity Design Teams and provides authoritative advice in designing and managing the portfolio for accomplishing the results in a most efficient and effective manner. Travels to project sites and participates in new development activities such as providing assistance in focus groups and in depth interviews with customers.

4. Mentoring & Procurement Activity Coordination 5%

Conducts mentoring and on-the-job training to junior/less experienced staff on A&A policies and practices. Coordinates the activities of the A&A Assistants by giving specific work assignments and overseeing their completion.

REQUIRED QUALIFICATIONS AT THE FULL PERFORMANCE LEVEL

Education

Demonstrated possession of an advanced degree (i.e. MBA, MA, JD) in a relevant field such as Business Administration, Law, Finance, Marketing, Commerce, International Trade, Industrial Management, or Project Management is required.

Prior Work Experience

Five to seven years of progressively responsible experience in acquisition, grants administration or closely related fields. At least one year of A&A experience within the US Government is required for eligibility for the full performance level (not required for the trainee levels).

Post Entry Training

The incumbent must have successfully completed all mandatory Federal Acquisition Certification in Contracting Program (FAC-C) Level I and II courses or equivalent class hours of other advanced A&A trainings approved by their supervisor. The incumbent must successfully complete all required GLAAS training. (NOTE: These training requirements are for the full performance level and are not required at the trainee level)

Language Proficiency

Level IV English, writing, reading comprehension and speaking ability is required. Incumbent must also have native fluency in Ukrainian and Russian.

Knowledge

- Knowledge of US Government and USAID acquisition regulations, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and results in standard and established contract types is highly desired;
- Comprehensive knowledge of the local and regional marketplace pertaining to program and project requirements for services and commodities is required;
- Knowledge and understanding of the U.S. market and pricing methods is highly desired.
- Knowledge and understanding of internal controls, non-governmental organization practices, financial management and compliance reporting is highly desired;

Skills and Abilities

The following are required skills and abilities:

- Demonstrated ability to plan and administer large acquisition activities, and provide adequate acquisition assistance and support for the agency's programs and projects in a timely manner;
- Ability to analyze and apply governing contracting regulations, procedures and policies to individual acquisition and assistance programs.
- Excellent interpersonal, oral/written communication skills; ability to communicate effectively, tactfully and professionally with high level representatives of the governmental, private-sector and civil society communities, colleagues in USAID and the US Department of State, international organizations and other donors;
- Ability to negotiate and persuade in contract discussions with potential suppliers and recipients;
- Excellent writing skills in English;
- Knowledge of Word, Excel and PowerPoint software, and other information management skills;
- Project management and reporting skills.

POSITION ELEMENTS

Time Expected to Reach Full Performance Level:

This position may be filled below the full performance grade level (FSN-11) where applicants demonstrate high potential for achieving the maximum grade level but do not meet the full training and/or experience requirements set forth in this position description. However, to be considered, all applicants for this position must have a Bachelor's degree. In this case, the incumbent will have varying responsibilities and the following distinguishing features apply:

1. Entry Level (FSN-9)

The incumbent must have met the required educational qualification and demonstrated the capacity to develop the skills to perform at the full performance level to be hired at FSN-9 level. To be promoted to FSN-10 level, the incumbent must have (a) successfully completed FAC-C training Level I and basic training courses covering (i) Assistance and (ii) Simplified Acquisition and (b) have 3 years of direct A&A related experience. Time in the position and/or completion of the required courses will NOT be sufficient to merit an increase in grade to a FSN 10. The incumbent must demonstrate mastery of the skills required for the position at this level. Examples of these skills include: completion of simple and semi-complex acquisition & assistance awards exceeding $100,000, completing cost and no-cost extensions, modifications, etc. During the first year, the incumbent is required to familiarize with USG A&A policies and regulations and attend as many A&A formal and on-the-job trainings as possible. The incumbent will be tasked in completing simple, lower dollar awards such as incremental funding, purchase orders, task orders, PSCs and grants normally not exceeding $100,000. The incumbent must satisfactorily perform the duties assigned and shall work closely with a senior A&A specialist and/or a contracting officer.

2. Intermediate Level (FSN-10)

The incumbent must have (a) successfully completed FAC-C I training courses and basic training courses covering (i) Assistance and (ii) Simplified Acquisition and (b) have at least three years of direct A&A experience prior to selection/promotion to FSN-10 level. To be promoted to FSN-11 level, the incumbent must (a) have successfully completed FAC-C training level II or equivalent class hours of other advanced A&A trainings approved by their supervisor in writing and (b) have six years of direct A&A related experience. Time in the position and/or completion of the required courses will NOT be sufficient to merit an increase in grade to FSN 11. The incumbent must demonstrate mastery of the skills required for the position at this level. Examples of these skills include: management of the competition phase of new agreements and contracts; completion of cost analysis in a competitive environment; serving as office lead on an office wide or cross cutting initiative or work process; serve as the primary contract specialist on a portfolio of instruments representing the full range of USAID procurement instruments.

3. Full Performance Level (FSN-11)

The incumbent must (a) have successfully completed FAC-C training level II or equivalent class hours of other advanced A&A trainings approved by their supervisor in writing and (b) have six years of direct A&A related experience prior to selection/promotion to FSN-11 level. Time in the position and/or completion of the required courses will NOT be sufficient to merit an increase in grade to FSN 11 level. The incumbent must demonstrate mastery of the skills required for the position at this level. Beyond the skill sets describe at the previous two levels above, the incumbent will serve as a business advisor able to manage not only the day to day activity of a portfolio but the ability to recognize upcoming challenges, possibilities and recommend courses of action that will enable technical teams to achieve their objectives while ensuring the integrity of the procurement process and maximizing efficiencies. The incumbent will be able to mentor junior staff and independently lead RCO initiatives. The incumbent will have an advanced level of communicative and interpersonal skills which will enable them to independently represent RCO at high-level meetings and conferences. The incumbent is required to perform the full range of duties and responsibilities set forth in this position description. At this level, the employee must have demonstrated ability and knowledge to perform the tasks independently and satisfactorily.