



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

DATE: JUNE 18, 2015

FROM: HUMAN RESOURCE OFFICE, USAID ETHIOPIA

SUBJECT: JOB/VACANCY ANNOUNCEMENT NO. 10/15

TO: ALL QUALIFIED APPLICANTS

TITLE OF POSITION: ACQUISITION AND ASSISTANCE SPECIALIST

LOCATION OF WORK: U.S. EMBASSY ENTOTO ROAD

HOURS: FULL TIME 40 HOURS PER WEEK

FINAL FILING DATE: JULY 2, 2015

SALARY: FSN-11 (USD 18,868 to USD 33,964 per annum) depending on the candidate's earning history, qualifications and experience.

MAJOR DUTIES AND RESPONSIBILITIES: The incumbent is a professional acquisition & assistance specialist and has a responsibility for managing a portfolio consisting of technically complex cross-cutting programs and projects requiring intricate and sensitive procurement operations. Under the administrative and technical direction of the Contracting Officer, the A&A Specialist works with mission strategic objective teams in the development, administration and close-out of technical awards such as contracts, task orders, purchase orders, grants and cooperative agreements and U.S. Government interagency agreements (PASAs and RSSAs) and other unique agreements. Performance of assigned duties require a thorough and expert knowledge of a wide range of U.S. Government procurement/assistance regulations in order to adequately protect the Government interests and plan and carry-out pre- and post-award processes. S/he will initiate procurement actions for the acquisition of supplies and services needed for the operational and project support for the USAID Ethiopia strategic objective teams. Given the nature of the job, the incumbent is expected to respond to any changes in priorities that emerge.

MINIMUM QUALIFICATIONS: In order to qualify, the applicant must possess the following:

EDUCATION: A Bachelor's Degree in accounting, economics, finance, management, business administration or closely-related field.

EXPERIENCE: 3 years of progressively responsible experience as a professional contract negotiator or closely-related occupation, preferably U.S. Government experience.

LANGUAGE: Fluency in written and oral English (Level IV) and Amharic is required. English test will be given.

KNOWLEDGE, SKILLS, AND ABILITIES: This position requires an extensive knowledge of USAID and Federal regulations and procedures for a broad range of acquisition instruments as well as assistance agreements, and a general knowledge of mission's portfolio and USAID's program/project policies, procedures, goals and priorities. This includes the knowledge of USAID/W standards and U.S. Federal specifications; knowledge of USAID procurement and assistance regulations, OMB Circulars, Federal Grants and Cooperative Agreement Act, and local contracting laws and practices, ability to prioritize work appropriately; identify, analyze, and resolve problems independently; knowledge of cost principles and

U.S. Agency for International Development
US Embassy
Entoto Road
P. O. Box 1014
Addis Ababa, Ethiopia

Tel. : 251-11-306002
Fax : 251-11-242438
Website:
<http://www.usaid.gov/ethiopia>

USA Address:
2030 Addis Ababa Place
Washington, DC 20521-2030

requirements, cost/pricing structures, negotiation methods and techniques; knowledge of U.S. and local market pricing practices and availability of supplies and services in said markets. This position requires strong organizational skills and ability to plan and provide required acquisition/assistance support for USAID Ethiopia in a timely and effective manner. This includes negotiating skills for best price and ability to apply regulations and procedures to individual procurement actions while dealing with various officials within the mission and a wide variety of outside partners or suppliers. This position requires problem solving skills related to acquisition and assistance administration. In addition, this position requires computer skills and ability sufficient to utilize electronic resources via the web especially those pertaining to procurement related topics and those used to generate awards and knowledge of computer software applications including Microsoft Office Suite and Windows.

APPLICATION & SELECTION PROCESS: All applicants must submit a completed form [Universal Application for Employment \(DS-174\)](#) to USAID Ethiopia, Human Resources Office P. O. Box 1014, Addis Ababa, Ethiopia or submit at the back gate of the U.S. Embassy located at Entoto road between the hours of 7:30 am and 5:00 pm on or before the final filing date. Late and incomplete applications will not be considered. Each applicant must fully explain his/her job-related duties and qualifications in the application form in order to provide for an accurate evaluation of his/her education, training, and experience. All applicants will be considered without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disabilities, or membership in an employee organization. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process please notify the Agency. Applicants who are not contacted within thirty days after the final filing date are to assume that their applications were not accepted.

Applications will be initially screened by the Human Resources Office to determine whether applicants have met the advertised minimum qualifications. A list of qualified applicants will be referred to the hiring office for further consideration and screening. Final selection of candidates will be made and those selected will be invited to an interview in order to select the best-qualified candidate.

Individuals wishing to have their applications returned in the event that they are not selected for the position must enclose a self-addressed stamped envelope. The USAID mission assumes no liability for the loss or mishandling of applications. For additional information about the position and/or the selection process, please contact the Human Resources Office at 011 130 6002 ext. 6031, 6035 or 6043.

NOTE: APPLICATION FORM IS AVAILABLE FREE OF CHARGE UPON REQUEST AND ARE ALSO AVAILABLE FOR DOWNLOAD FROM THE INTERNET [Universal Application for Employment \(DS-174\)](#). FINAL SELECTION OF A CANDIDATE IS BASED SOLELY ON THE ADVERTISED QUALIFICATION IN A COMPETITIVE PROCESS.