



USAID | SOUTHERN AFRICA

Reference No.: 674-10-1010

Position / Salary Range: **Regional Acquisition & Assistance Specialist**
FSN-11: R 385,720.00 – R 540,006.00 (Full Performance)
FSN-10: R 335,582.00 – R 347,785.00 (Trainee level)
FSN-09: R 237,113.00 – R 331,955.00 (Trainee level)

Open To: All South African citizens and permanent residents with valid work permits at the time of application.

Location: USAID/Southern Africa
Regional Office of Acquisition and Assistance (ROAA)
Pretoria, South Africa

Opening: February 06, 2015

Closing: February 27, 2015

Work Hours: Full-Time; 40 hours/week

USAID/Southern Africa, an equal opportunity employer, seeks applicants for both entry and mid-level for Acquisition and Assistance Specialist positions:

Basic Function of Position:

The Regional Acquisition & Assistance Specialist (RAAS) is located in the Regional Office of Acquisitions and Assistance Office (ROAA) of USAID/Southern Africa (USAID/SA). The function of this office is to provide procurement support technical offices of USAID/SA, the Regional Inspector General (RIG) Office and client missions supported by USAID/SA. The client Missions include Angola, Madagascar, Namibia, Regional Programs (Botswana, Lesotho, Swaziland), South Africa as well as ad hoc support to Malawi, Mozambique, Zambia and Zimbabwe. There are 20 currently USAID/SA employees performing formal acquisitions and assistance activities in the ROAA.

The primary purpose of this position is to perform a variety of acquisition and assistance (A&A) duties including procurement planning, negotiating, drafting and finalizing assistance and acquisition award documents, and preparing modifications and terminations for assigned technical programs in USAID/SA and client Missions. When the incumbent has reached the full performance level, (FSN 11) s/he will function as a Senior Acquisition & Assistance Specialist whose assignments are characterized by high funding levels, multi-sectoral projects, and long-term procurement arrangements employing a variety of contract and grant types. The incumbent will be required to have demonstrated a mastery of the total acquisition and assistance processes which permits them to plan and execute long-term pre- and post-award programs as a majority of their work assignment while working independently with minimal supervision from a United States Direct Hire (USDH) Contracting/Agreement Officer (RCO/RAO).

The RAAS will monitor various A&A instruments including contracts, grants and cooperative agreements, related audit management issues, closeout of completed awards, and maintain award files and records. While not a warranted RCO/RAO, the RAAS will have developed highly specialized procurement knowledge via on-the-job training and by completing various formal classroom training course requirements agreed upon during the preparation of his/her annual Individual Development Plan. While formal classroom training is subject to funding constraints, formal work experience gained on the job will in many cases provide the basis for developing procurement knowledge and skills which exceeds the general knowledge provided by formal classroom training. Classroom training should supplement skills gained on the job, and will not be the driving factor in achieving the FSN 11 level.

Most of the work that the incumbent shall perform relates to the solicitation (both acquisition and assistance) of services, technical assistance, studies, workshops, training, logistical support arrangements, purchase of commodities and direct provision of services in a broad range of

program areas. The RAAS may be expected to travel on quarterly basis to provide A&A support to bilateral missions and to conduct sit visits and inspections of programs along with technical officers and other program support staff.

In addition, as a fully empowered representative of the ROAA, the RAAS is also a Core Team Member on at least one and perhaps multiple Mission Development Objective Teams covering different development sectors and advises Mission and Development Objective Team management on the interpretation and application of A&A policies and regulations to specific A&A activities. The RAAS possesses a clear understanding of the differences between acquisition and assistance so that he/she can effectively and accurately represent U.S. Government policy not only to outside organizations but also to programmatic and administrative officials within USAID.

Major Duties and Responsibilities:

As the principal assistant to a Regional Contracting Officer/Agreement Officer (RCO/RAO) with overall responsibility for the procurement programs of the client Missions, the Acquisition Specialist is required to independently perform complex, specialized A&A functions and apply specialized skills and knowledge involving the negotiation, award, administration and modification of complex multi-million dollar contracts, grants, agreements and other procurement instruments, many of which are structured with a prime contractor/grantee having multiple subcontractors/sub-grantees and requiring substantial award administration. These projects are implemented through complex Government contract and grant mechanisms, including but not limited to, purchase orders, competitively negotiated technical contracts, co-operative agreements, grants, Participating Agency Service Agreements (PASAs) and sole source contracts.

The incumbent serves as a subject matter specialist within the ROAA in designated specialized area(s) of acquisition and assistance and keeps informed on all new policies and pertinent U.S. procurement legislation in this area and on how these apply to USAID A&A. Upon achieving the full performance level (FSN 11), s/he will train other ROAA staff in these matters in formal sessions at least once a year and serves as a resource for the other acquisition personnel when questions or problems on this specialty arise.

The incumbent will perform other duties as assigned.

A. General

The A&A Specialist independently manages his/her assigned procurement portfolio and performs A&A functions for client Missions, with each having a country program of considerable dollar value and spanning several technical sectors. Transaction levels for both acquisition and assistance will typically range from \$50,000 up to \$100 million in estimated value per fiscal year. The incumbent advises on the need for deviations, waivers, non-competitive justifications, and ensures that procurements under each of the Teams conform to the United States Government (USG) laws and USAID regulations and conditions.

The incumbent will be expected and required to provide guidance on the selection the appropriate type of procurement instrument for any given situation and accurately apply U.S. Government procurement laws, regulations, policies and procedures that govern each type of instrument. S/He ensures that all A&A competitive procurement procedures are employed, including full and open competition for negotiated or sealed bidding actions, and non-competitive process for non-competed actions.

As such, the A&A Specialist must be familiar with the applicable A&A procedures for contracts, delivery orders or task orders against established indefinite quantity contracts (and the award of those basic indefinite quantity contracts themselves), interagency agreements, cooperative agreements, grants, Leader with Associate (LWA) awards, small purchases, Public International Organizations grants, etc.

At the FSN 11 level, s/he provides on-the-job training to entry-level A&A Specialist(s) in A&A procedures and assists the new trainees in successfully completing the FAC-C competency benchmarks and advises the RCO what tasks are still needed to be completed in order to satisfy FAC-C training requirements and any Federal Acquisition Institute FAC-C certifications required. A comprehensive knowledge of the A&A processes is required since the incumbent will also be responsible to train Mission staff and partners.

Performs Temporary Duty (TDY) assignments to client Missions; participates in discussions and assesses procurement issues with a degree of expertise during the TDY sufficient to form the basis of well-founded recommendations to the cognizant RCO/RAO.

B. Pre-Award/Award Duties and Responsibilities:

1. Serves as an active member in Technical Teams and participates in procurement planning functions which may include reviewing technical agreements/results frameworks, program planning documents and identifying components of the plans that should be accomplished through the participation of outside provider organizations. Provides authoritative technical guidance in the performance of Team members' procurement-related responsibilities. Collaborates with Contractor Officer's Representatives (CORs)/Agreement Officer's Representative (AOR)/Activity Managers in the preparation of advance procurement planning documents for each proposed action which reflect the steps required by regulation or policy in the selected mechanism's process, realistic estimates of the time required to accomplish each step and a commitment to maintain the agreed-upon schedule. Keeps the RCO/RAO informed of anticipated workload demands.
2. Advises CORs/AORs/Activity Managers in the selection of appropriate A&A mechanisms to accomplish agency programmatic objectives; identifies acquisition issues/potential problems requiring guidance from the Regional Legal Advisor; makes choice of instrument recommendations to the cognizant RCO/RAO.
3. Provides guidance & training to CORs/AORs/Activity Managers in the preparation of required descriptions of the proposed activity including, as appropriate, contractible statements of work, specifications, results-oriented program descriptions, program announcements, evaluation criteria, etc. Such guidance may take the form of reviewing drafts and training in the preparation of such documents or on USAID regulations and FAR requirements, etc. Such documents must adequately reflect and protect U.S. Government interests in the accomplishment of the programmatic objective and comply with pertinent statutory, regulatory, and policy requirements.
4. Reviews incoming requisition documents in GLAAS to ensure compliance with all agency and mission requirements and appropriateness for the proposed action and recommends for approval or modification. Ensures proper recording of requisitions in the USAID acquisition and assistance management information systems as well as USAID SA ROAA internal tracking systems.
5. Prepares all required pre-solicitation documents, including determinations and findings, synopses, justifications, Request for Proposals (RFP's), Request for Applications (RFA's), Invitation for Bids (IFB), Request for Quotations (RFQ's) and Annual Program Statements (APS) which reflect applicable laws and regulations governing assistance and acquisition instruments. Issues necessary amendments to clarify questions on such topics as specification changes, language ambiguities, clarification of solicitation provisions, etc. When necessary, conducts pre-award conferences with potential offerors/applicants. Advises RCO/RAO concerning such matters as the adequacy and choice of evaluation criteria, type of contract, the extent and mechanisms of advertising, the appropriateness of the time permitted for bid or pre-proposal/application preparation, the need for a pre-solicitation or pre-proposal conference, and any special terms and conditions that may be required, particularly if their use would require a deviation from governing regulations.
6. Researches and drafts responsibility determinations for the RCO/RAOs, which may require either performing or requesting pre-award, financial and program management reviews as circumstances dictate or permit.
7. Represents the RCO/RAO in the evaluation of bids, proposals, or applications, and ensures compliance with evaluation criteria and factors contained in the solicitation. Provides instructions to the technical evaluation committee regarding rules and procedures in the conduct of a competitive source selection. Obtain pricing assistance as necessary and available, perform cost or price analysis, as appropriate, and document findings in a form of memoranda of negotiations. Advises the RCO/RAO concerning the make-up of the competitive range in competitively negotiated acquisitions.
8. Prepares pre-negotiation strategies which address price, profit/fee, terms special conditions, as applicable; prepares requests for confirmation of the results of the

negotiation, including requests for final revised proposals or revised program descriptions/financial plans, as applicable. Documents the results of the negotiations and makes responsibility determinations, which may require either performing or requesting pre-award, financial and program management reviews as circumstances dictate or permit.

9. Prepares award document for signature of the RCO/RAO. The award document reflects the results of all discussions, any special needs of the project, and applicable terms and conditions.
10. Distributes the final award document, ensures proper recording of the obligation by the Regional Financial Management Office, and provides all required notifications to unsuccessful bidders, offerors or applicants. Prepares written debriefings and arranges for telephone, video conference, or in-person debriefings, if requested and ensures proper data entry into USAID acquisition and assistance management information systems.

C. Post-Award Duties and Responsibilities

1. Coordinates and conducts post-award conferences to include all cognizant Mission Support Offices, beneficiaries, and relevant implementing partner/recipient employees.
2. Administers A&A instruments to ensure that the terms and conditions of the award are met. This includes, but is not limited to, provision of technical advice regarding contract clauses or standard provisions, procurement policies, review and recommending approval or disapproval of subcontracts awarded by prime contractors for highly skilled acquisitions, etc.
3. Performs award administration tasks such as site visits, change orders, drafting correspondence, initiates contractor performance evaluations, monitors reporting requirements, provides authoritative technical guidance to COTRs in the performance of their procurement related responsibilities and advises awardees on their administration responsibilities, etc.
4. Advises the RCO/RAO and prepares appropriate documentation on any issues that may arise in the course of performance, including but not limited to changes, disputes, work stoppages, problems with Government furnished property or materials, changes in scope or direction, replacement of key personnel, failure to make acceptable progress, default, payment problems, or unacceptable performance/deliveries. Recommends appropriate RCO/RAO action on all required RCO/RAO prior approvals.
5. Manages the non-competitive process for A&A instruments to conform to USG and USAID regulations. This includes evaluating awardees' performance, analyzing subsequent year work plans and negotiating continued funding.
6. Analyzes and takes action to resolve audit findings. Provides a detailed analysis to support resolution recommendation.
7. Reviews completed official award files to determine that all contractual actions are satisfied and that there are no pending administrative actions to be resolved. Performs close-out functions and recommends specific action; i.e., de-obligation of funds, quick closeout method, etc. including those A&A instruments transferred from close-out Missions.

Required Qualifications at the Full Performance Level:

Education:

Possession of a Bachelor's Degree or the host-country equivalent formal education in a relevant field. **An applicant who does not meet the minimum educational requirement maybe considered at the training level (FS 09) however s/he will not be eligible for promotion until s/he meets the education requirement even if all promotion parameters are met otherwise. It is anticipated that the successful candidate entering without the minimum educational requirement will be enrolled in at least one course per semester towards meeting the educational requirement. Failure to complete the formal education requirement after a reasonable time after hiring may result in termination.**

Prior Work Experience:

- Entry Level (FSN 9) Relevant Education qualification plus minimum of four years of progressively responsible, professional experience in any of the following relevant areas: procurement, development assistance, law, paralegal, research, business, or accounting. Preferably at least two years of this experience should have been with an international organization, government or non-government organization.
- Entry level (FSN-10) Relevant Education qualification plus minimum of four years of progressively responsible, professional experience in any of the following areas: procurement, development assistance, law, paralegal, research, business, or accounting. Preferably at least three years of this experience should have been with an international organization, government or non-government organization.

Post Entry Training:

To be hired at FSN-9 trainee/entry level, the incumbent must have met the required educational qualifications, work experience and demonstrated the capacity to develop the skills to perform at the full performance level.

To be promoted to FSN-10 level, the incumbent must have (a) successfully completed all FAC-C training level I and USAID basic training courses covering (i) Assistance and (ii) Simplified Acquisition and (b) have 3 years of related USAID A&A work experience completing at least 50% of the on-the-job Procurement Training Program (PTP) actions contained in the employee's IDP and agreed to with his/her supervisor through performing on the job actions. Some of the promotion requirements maybe waived at the discretion of the ROAA Office Director. The incumbent must meet all education requirements to be promoted to FSN-10.

To be hired at FSN-10 level, the successful candidate must be currently working at the FSN 10 grade and demonstrate applicable relevant US Government, US Government implementing partners, international development or similar experience in areas such as procurement, budgeting, cost analysis, and negotiating techniques. A combination of these factors will be evaluated, and a lack of procurement experience will not preclude a candidate from entering at the FSN 10 level.

USAID/SA does not envision hiring at the FSN-11 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; b) successfully completed 90% of the Procurement Training Program (PTP) actions contained in the employee's IDP and agreed to with his/her supervisor through performing on the job actions. Some of the promotion requirements maybe waived at the discretion of the ROAA Office Director (b) have completed five years of USAID A&A related experience.

Language Proficiency:

Level IV (Fluent) English proficiency, both oral and written.

Knowledge:

Knowledge of the Federal (FAR) and USAID (AIDAR) Acquisition Regulations is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and results in standard and established contract types. A comprehensive knowledge of the local and regional market place pricing pertaining to program and project requirements for services and commodities is required. A good knowledge and understanding of the U.S. market and pricing methods is desirable. This effort requires extensive knowledge of USAID and Federal Acquisition Regulations, USAID Assistance Regulations, OMB Circulars, assistance cost principles, USAID Automated Direct Systems and USAID A&A Policy Directives and Contract Information Bulletins. Although the incumbent must be familiar with the procedures applicable to acquisition of goods, since support to programs will require such acquisitions, the candidate will also be responsible for acquisitions involving various types of services. A good knowledge of the capability and reliability of local suppliers and private voluntary organizations is essential.

Skills and Abilities:**Demonstrated Ability to:**

- Plan and administer multiple large, complex, program agreements, and provide adequate acquisition & assistance support for the agency's programs and projects in a timely manner.
- Research, interpret and apply governing contracting regulations, procedures and policies to individual acquisition and assistance programs.
- Work effectively as part of a dynamic team
- Work independently on individual procurement actions as assigned

- Deal effectively with high level representatives of the U.S. and local business community, and colleagues in the USAID/South Africa Mission as required.
- Negotiate in contract discussions with potential suppliers and recipients.

Skills:

- Excellent financial, mathematical and analytical skills are required as complex budget/cost analysis techniques are regularly required during the performance of the job
- Negotiation techniques are essential
- Must be computer fluent in MS Word and Excel,
- Excellent English writing/comprehension skills

Evaluation Criteria and Weights: (Points indicated are maximums assignable per rating category)

1. Education/Weighted:

- As a University Degree is the baseline for entry level position, a maximum of 15 points may only be given for possessing an advanced university degree.
- For a mid-level applicant, a maximum of 10 points may be assigned based on the relevance of the university degree.

2. English Language Skills/Weighted

- a maximum of 30 points may be assigned for both entry and mid-level positions:
- Written Fluency/Weighted 20 points: Points will be given based upon the results of the English written test.
- Oral Fluency/Weighted 10 points: Points will be given based upon the interview.

3. Prior Work Experience/Weighted:

- Since 4 years or less of experience is a baseline for the entry level position, A maximum of 10 points may only be given for more than 4 years of relevant experience.
- 20 points may be given for more than 5 years of relevant experience for mid-level position/s.

4. Knowledge/Weighted 10 points:

- A maximum of 10 points may be assigned for both entry and mid-level positions.
- A comprehensive knowledge of the local and regional market place pricing pertaining to program and project requirements for services and commodities is required.
- A good knowledge and understanding of the U.S. market and pricing methods is desirable.
- Although the incumbent must be familiar with the procedures applicable to acquisition of goods, since support to programs will require such acquisitions, the candidate will also be responsible for acquisitions involving various types of services.
- A good knowledge of the capability and reliability of local suppliers and private voluntary organizations is essential.

5. Skills and Abilities/Weighted:

- A maximum of 35 points may be assigned to entry level positions and 30 points for mid-level positions.
- Excellent financial, mathematical and analytical skills are required as complex budget/cost analysis techniques are regularly required during the performance of the job.
- Must be computer fluent in MS Word and Excel.
- Negotiation techniques are essential.

In summary, the maximum available points assigned to each rating factor are as follows::

Position Level	Education	English Language	Prior related Work Experience	Knowledge	Skills and Abilities
Entry Level FSN 9	10	30	20	10	30
Entry Level FSN 10	10	30	30	10	30

How the Selection will be made:

The successful candidate(s) will be selected based upon the following:

1. a preliminary review of the applicant's submitted package (which includes the Cover Letter and CV) to establish that minimum educational and English writing fluency requirements are met; and
 2. tests to include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate;
 3. a personal or telephone/DVC interview; and
 4. reference checks.
- USAID/SA's Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements before forwarding the rest to the Technical Office or Technical Evaluation Committee (TEC) for further review and assessment.
 - The Technical Evaluation Committee will review each of the forwarded applications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and interviews. **Based on the results of the tests, however, an applicant otherwise identified for interview could be dropped from the interview list.**
 - Following the interview (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct and document the reference checks (Step 4) prior to advising the TEC of the results of these checks. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.** References will only be solicited for those interviewed applicants who are being considered for ranking.
 - Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a Section Memo for the review and approval of the Contracting Officer, after which an offer of employment will be made to the successful candidate(s).
 - Unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.

USAID/SA reserves the right to hire an applicant who does not meet the required experience level at a trainee level. An applicant who does not meet the minimum educational requirement maybe considered at the training level (FS 09) however s/he will not be eligible for promotion until s/he meets the education requirement even if all other promotion parameters are met.

Applicability:

This position is open to all South African citizens and permanent residents with valid work permits at the time of application.

Compensation:

The Regional Acquisition and Assistance Specialists will be compensated in accordance with the U.S. Mission to South Africa's Local Compensation Plan (LCP).

To Apply:

ONLY applicants who meet the minimum educational and English language fluency requirements as stated in the solicitation document will be considered. Interested applicants who do not meet these requirements are encouraged NOT to apply since these applications will not be considered.

For an application package to be considered complete, please follow the following instructions and submit your application through one of the channels mentioned below:

1. Ensure that your application is accompanied by a **Cover Letter**,
2. Include a **CV of no more than 4** pages, and
3. Ensure that all communications (including your Cover Letter) **includes the Announcement Reference # and the Title of the Position(s)** for which you are applying.

Failure to comply with these instructions may result in your application being considered "non-responsive" and eliminated from further consideration.

1. P-Net Website:

www.pnet.co.za

Please note that you will be required to register on the site first before you can upload your application material and/or CV to be considered.

2. E-mail:

jobapplications@usaid.gov
jobapplications(at)usaid.gov

Point of Contact:

Paula Vernon, Telephone: (012) 452-2358

Gugu Mbambo, Telephone: (012) 452-2225

Only short-listed candidates will be acknowledged.

Closing date for this position: February 27, 2015 (Close of Business).

The U.S. Mission in South Africa provides opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. The United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.