



VACANCY ANNOUNCEMENT: 2014 – 014

NOTE: All applicants must be RESIDING IN COUNTRY and have the required work and/or Residency permits to be eligible for consideration.

OPEN TO: All interested Candidates.

POSITION: A.I.D Acquisition and Assistance Specialist, Grade level: FSN-11

INITIAL GRADE LEVEL: FSN-09

BASIC SALARY: From FRW 8,507,036 to FRW 14,461,959

OPENING DATE: March 25, 2014

CLOSING DATE: April 11, 2014

WORK HOURS: Full-time; 40 hours/week.

USAID/Rwanda is seeking an Ordinarily Resident citizen or individual with the required work permit for employment as A.I.D Acquisition and Assistance Specialist. USAID/Rwanda offers an Equal Employment Opportunity (regardless of age, sex, race, handicaps, national origin, etc.).

BASIC FUNCTION OF POSITION

The Acquisition and Assistance Specialist (Trainee) shall be required to perform a variety of acquisition and assistance duties including reviewing and recommending scopes of work (SOW); draft requests for proposal or quote; perform cost and price analysis; analyze proposals or quotes received; analyze contractor’s proposed budgets; draft contracts, grants, cooperative agreements and other procurement instruments and prepare amendments in support of the Mission; recommend revisions to various contract provisions; write memoranda of negotiation; and, prepare other required documentation.

The initial grade of this position is FSN-09 and is a part of an established career ladder, which provides for the potential to progress to the FSN-10 and, subsequently, to the FSN-11 grade level. There is no potential for the incumbent to become a permanent FSN-09 in this work assignment. Attainment of the higher grade levels is contingent upon the Specialist (Trainee) successfully completing required training, meeting appropriate objectives and milestones, and performing at the Fully Successful (or equivalent) level. Promotion to the FSN-10 and to the target FSN-11 grade levels is not mandatory, and failure to achieve that high level of performance may be the basis for reassignment, change to lower grade, or dismissal.

A copy of the complete position description listing all duties and responsibilities is available at the USAID/Rwanda Website: <http://www.usaid.gov/rwanda/partnership-opportunities>

REQUIRED QUALIFICATIONS

NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item:

EDUCATION:

Bachelor's Degree in Business Administration, Political Science, International Relations, International Procurement, Supply Chain management, Social Science, or related field is required. NB: Additional education may NOT be substituted for Experience.

PRIOR WORK EXPERIENCE:

Three or more years of progressively responsible experience in acquisition and assistance, development assistance, or a closely related field is required. One year of this experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or a related occupation, within a USG organization or within an international or donor organization, in an English-language work environment. NB: Additional experience may NOT be substituted for Education.

POST ENTRY TRAINING:

The Specialist (Trainee) will be provided training in, and must successfully complete, all mandatory Federal Acquisition Certification – successful completing of Contracting (FAC-C) Level I, along with at least a Fully Successful or equivalent evaluation, is required for progression to the FSN-10 level, in accordance within a formal individual development plan (IDP). In addition, the Specialist (Trainee) will be provided with formal or on-the-job training in the US Federal and USAID Acquisition Regulations (ADS, FAR, CFR, OAA-Intranet, the AIDAR, and OAA operating and administrative procedures). Formal training, other than FAC-C Level I, will be provided, based on availability of course offerings, and availability of funds.

LANGUAGE PROFICIENCY:

- Level IV (fluent) ability in written and spoken English required,
- Level IV (fluent) speaking/reading/writing in Kinyarwanda is required.

JOB KNOWLEDGE:

Knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge, is required. An understanding of US Federal and USAID Acquisition Regulations, or knowledge and understanding of how to execute and administer a complex acquisition portfolio, is desired, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. A basic understanding of markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is desirable.

SKILLS AND ABILITIES:

The potential to acquire the ability to plan and administer acquisition activities, and provide acquisition assistance and support for Agency programs and projects in a timely manner, is required. The potential to gain the ability to apply contracting regulations, procedures, and policies to individual acquisition and assistance programs is required. And, an ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID/Rwanda and/or host government is required. Skill in the use of most elements of the Microsoft Business suite is desired.

Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY AND HIGH ETHICAL STANDARDS throughout all phases of acquisition and assistance procurement

Current employees serving a probationary period are not eligible to apply.

TO APPLY

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

1. Application for U.S. Federal Employment (DS-174) from this link:
<http://www.usaid.gov/rwanda/partnership-opportunities>
2. A current resume or curriculum vitae that provides the same information as in the DS-174; and
3. Any other documentation (e.g., essays, certificates, awards, and copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

kigalihr@usaid.gov

POINT OF CONTACT

Human Resources Office, Tel: 0252 596 400; Ext. 2605

CLOSING DATE FOR THIS POSITION: April 11, 2014 at 12:00 noon