

POSITION DESCRIPTION: Acquisition and Assistance Specialist (Trainee) – FSN10

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 Specialist (Trainee) reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS). The Specialist (Trainee) maintains contract files and records up to date, and supports award closeouts. The Specialist (Trainee) is responsible for carrying out day-to-day activities under the mentorship of the Senior Acquisition & Assistance Specialist.

This position is a part of a career ladder, beginning at FSN-09 and ending at FSN-11. Attainment of the full-performance grade is contingent on the Specialist successfully completing required training, meeting appropriate objectives and milestones, and performing at the Fully Successful (or equivalent) level. Promotion to the target FSN-11 grade is not mandatory, and failure to achieve that high level of performance may be the basis for reassignment, change to lower grade, or dismissal.

MAJOR DUTIES AND RESPONSIBILITIES:

The Specialist is responsible for program/project/activity acquisition and assistance support for USAID/Rwanda Technical Offices, Development Objective (DO) Teams, and designated clients. USAID programs are diverse and multi-sectoral. The Specialist is required to provide acquisition assistance to designated Technical Offices and/or DO Teams, and to support a variety of programs/projects/activities. These programs/projects/activities are implemented through complex Government contracting and grant mechanisms, including but not limited to purchase orders, competitively negotiated technical assistance agreements, contracts, cooperative agreements, and sole source contracts

The Specialist is expected and required to select the appropriate procurement instrument type for the situation at hand, and to accurately apply USG procurement laws, regulations, policies, and procedures governing each type of instrument. The advanced developmental nature of the assignment includes the acquisition of goods and various types of services. The Specialist must be equally familiar with the procedures for acquisition of goods, and for managing personal service and non-personal service contracting actions

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The Specialist is expected to work with technical specialists/activity managers in DO Teams throughout the Mission assisting in the preparation of annual procurement plans, the development of clear and concise statements of work, and full supporting documentation. The Specialist must be able to provide authoritative technical guidance to technical specialists/activity managers, pertaining to their procurement-related responsibilities and procedures. Specific duties include

Pre-Award Duties – The Specialist assists technical DO personnel in the analysis of annual program plans, and advises on the selection of appropriate acquisition and assistance mechanisms to help achieve program objectives. Assists technical personnel in the preparation of required descriptions of proposed activities, including statements of work, specifications, and activity descriptions. Prepares pre-solicitation documents and clearances, including determinations, justifications, synopses, and solicitations. Advises on the adequacy of evaluation criteria, proposed contracting mechanisms, the extent of advertising required, and any other required terms and conditions. In coordination with Technical Offices and/or representatives of host-country governments, evaluates and analyzes bids and proposals, ensuring compliance with evaluation criteria. Assists in the development of pre-negotiation costs or programmatic objectives, in conjunction with the Contracting/Agreement Officer or his/her designee, technical personnel, and others. Recommends the competitive range, and negotiates with potential awardees. Documents negotiations in writing. Assists in technical and cost evaluations. Recommends the selected contractor and prepares contract files, to include making required certifications and determinations necessary for each procurement action. And, the Specialist prepares award documents that accurately reflect all discussions and provisions relevant to the type of award mechanism to be implemented

Post Award Duties – The Specialist monitors performance as required by the terms and conditions of the award, through review of performance and review of financial reports. Manages the assigned portfolio, assures that funding is available when required, and works with DO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken) and that the overall goals of the program/project/activity are met. Conducts site visits and attends meetings. Provides guidance to technical personnel and assists in programmatic duties as required to avoid contractual/legal improprieties. The Specialist assists the RCO with issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems

The Specialist conducts closeouts of contracts, grants, and cooperative agreements after completion. These include ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits

Perform other duties as assigned.

REQUIRED QUALIFICATIONS:

- A. **EDUCATION:** Possession of a Master’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.
- B. **PRIOR WORK EXPERIENCE:** Four or more years of progressively responsible experience in acquisition and assistance, development assistance, or a closely related field is required. As this position is part of a recognized and established career ladder, a minimum of one year of this experience must have been gained working in a USAID Contracting/A&A Office at no less than the next lower grade level. NB: Additional experience may NOT be substituted for Education.
- C. **POST ENTRY TRAINING:** The Specialist must successfully complete all mandatory Federal Acquisition Certification – Contracting (FAC-C) Level I and Level II, along with at least a Fully Successful or equivalent evaluation, courses in accordance within a formal individual development plan (IDP). After achievement of FAC-C Level II, a minimum of forty (40) additional Continuous Learning Points is required for every one-year period. In addition, the Specialist will be provided with formal or on-the-job training in the ADS, FAR, CFR, OAA-Intranet, the AIDAR, and ROAA operating and administrative procedures. Formal training, other than FAC-C Level I and Level II, will be provided based on availability of course offerings, and availability of funds
- D. **LANGUAGE PROFICIENCY:** Level IV (Fluent) in spoken & written English and fluent Kinyarwanda are required.
- E. **KNOWLEDGE:** Knowledge of public and/or private-sector business processes is required. At this level, knowledge of US Federal and USAID Acquisition Regulations, or knowledge and understanding of how to execute and administer an acquisition and portfolio, is required (unless this is the entry level of the Specialist), 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 good knowledge of Regional markets pertaining to program and project requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is desirable
- F. **SKILLS AND ABILITIES:** The ability to plan and administer acquisition activities, and provide adequate acquisition assistance and support for agency programs and projects in a timely manner, is required. The ability to apply governing contracting regulations, procedures, and policies to assigned acquisition and assistance programs is required. An ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required. Skill in the use of most elements of the Microsoft Business suite is required

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

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effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY AND HIGH ETHICAL STANDARDS throughout all phases of the acquisition and assistance procurement actions

POSITION ELEMENTS:

- a. *Supervision Received:* The Acquisition and Assistance Specialist works under the general guidance of the TCNPSC A&A Specialist who makes assignments in terms of the range of procurement actions the Specialist will perform. The Specialist independently initiates necessary coordination with requesting Mission CORs/AORs, Technical Offices, and DO Teams, providing policy and strategic guidance on how to best fulfill requirements, and with awardees. The Specialist keeps the TCNPSC A&A Specialist updated through periodic status reports and through verbal briefings. Completed work is reviewed from the overall standpoint of providing a viable procurement approach for results achieved, in meeting delivery schedules, and in the selection of appropriate contract methods
- b. *Available Guidelines:* Guidelines include Federal Acquisition Regulations (FAR), USAID Acquisition Regulations (AIDAR), Automated Directives System (ADS), Contract Information Bulletins (CIBs), US Department of State Standardized Regulations, Federal Travel Regulations (FTR), Office of Management and Budget (OMB) Circulars, Mission Orders, and grant format requirements.
- c. *Exercise of Judgment:* The Specialist must exercise a high degree of sound judgment in handling all aspects of pre-award and post-award actions, when advising CORs/AORs and Mission staff, and when interacting with implementing partners to resolve complex issues arising during program/project/activity implementation. The Specialist must exercise good judgment in dealing with visitors and callers; in the analysis of cost, financial, and other characteristics of prospective contractors and grantees; and, in deciding what questions need to be asked of Technical Officials and DO Team representatives and proposed contractors/grantees, to ensure achievement of the acquisition objectives on contract, grant, or other assistance instruments. Unusual decisions and matters of policy are referred to the Contracting/Agreement Officer and/or his/her designee
- d. *Authority to Make Commitments:* The Specialist is required to hold discussions and negotiations with potential contractors and grantees to reach agreement on statements of work/program descriptions and budgets. The Specialist has the authority to conclude negotiations and to structure the final terms and conditions of USAID acquisition and assistance instruments. The agreements must be approved and signed by a warranted USDH Contracting/Agreement Officer, typically the Contracting/Agreement Officer in order to obligate funds.
- e. *Nature, Level, and Purpose of Contacts:* The Specialist is in daily contact with staff throughout the Mission in particular, Technical Office staffs and DO Team Leaders, and CORs/AORs, and with grantees, potential grantees, visitors, and mid- to high-level officials from both the public and private sectors, as well as with NGOs and implementing partners, in

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order to exchange and/or collect information, and to provide advice relating to program implementation

- f. *Supervision Exercised:* Not Applicable.
- g. *Time Required to Perform Full Range of Duties:* One year.