

**SOLICITATION No. SOL-663-S-15-000008**  
**U.S. Resident Hire USPSC**  
**Senior Acquisition and Assistant Specialist**  
**USAID Addis Ababa, Ethiopia**

1. SOLICITATION NUMBER: SOL-663-S-15-000008
2. ISSUANCE DATE: May 12, 2015
3. CLOSING DATE/TIME: May 22, 2015
4. POSITION TITLE: Senior Acquisition and Assistant Specialist
5. MARKET VALUE: GS-14 (\$86,399 - \$112,319 per annum). The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.** Please note that U.S. resident-hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history, and educational background.
6. PERIOD OF PERFORMANCE: The PSC contract will be for **two** years, with the possibility of an annual extension. No PSC contract may exceed a five year period of performance.
7. PLACE OF PERFORMANCE: Addis Ababa, Ethiopia
8. DIRECT SUPERVISOR: Supervisory Contracting Officer
9. SECURITY ACCESS: Employment Authorization only
10. AREA OF CONSIDERATION: U.S. "Resident Hires" (as defined in the footnote below).<sup>1</sup> A hiring consideration will be given for Eligible Family Members (defined by 3 FAM 8200 whether or not currently at post) and U.S. staff adult family dependents under Chief of Mission authority.

**A. DUTIES AND RESPONSIBILITIES:**

The Contract Specialist will provide technical competence and leadership support to the office in the following ways:

1. The PSC will provide technical assistance to USAID/Ethiopia in the execution of program/project-funded contracts, cooperative agreements, grants, and U.S. Government (USG) agreements in accordance with Agency Procurement Acquisition Lead Time (PALT) metrics, including providing staff support on all aspects of procurement and contract management relating to and affecting USAID's acquisition and assistance programs, policy and project planning, design, implementation and evaluation, and participating in project and mission policy formulation, project design resource

---

<sup>1</sup> Per AIDAR Appendix D, 1(5), "Resident Hire" means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country: (i) A spouse of a U.S. citizen employed: (A) by a U.S. Government agency; or (B) under any U.S. Government-financed contract or agreement; or (C) under any other contract or agreement that provides for repatriation to the United States; or (ii) for reasons other than employment: (A) with a U.S. Government agency; or (B) under any U.S. Government financed contract or agreements; or (C) under any other contract or employment arrangement that provides for repatriation to the United States; A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

assessments, sector analyses, and other studies. The PSC will serve as a primary contractual advisor to a number of programs and projects in the mission. The PSC will prepare and negotiate modifications of basic contractual text, terms and conditions, specifications, scopes of work, program descriptions, and costs in the full range of award instruments. The PSC will plan for and provide procurement and contract management support to accomplish program objectives, and provide proper and timely administration of all assigned acquisition and assistance awards, to include clarifications and interpretations of directive correspondence, and other miscellaneous administrative modifications to procurement instruments. The PSC will seek resolution and settlement of contract disputes, termination and settlement of procurement instruments, close outs, and reporting of contractor performance. The PSC will compose and prepare all manner of contractual correspondence to include debriefing letters, responses to protest, congressional inquiries and audit recommendations.

2. The PSC's responsibilities include training newly hired Foreign Service Officers and local staff in direct contracting and administration of complex projects. The PSC's responsibilities will encompass the negotiation, award, and administration of both assistance and acquisition type instruments to accomplish development goals. Specifically, in all cases the PSC will prepare pre-award documents, conduct negotiations, and prepare award documents and award file documentation for the USAID contracting and agreement officer's review and signature. The PSC must be available for consultation on contracting issues with mission technical staff, U.S. Embassy staff, government officials, implementing partners, and others, as required. This effort requires extensive knowledge of Federal and USAID regulations, and the associated governing guidance (e.g., the CFR, OMB Circulars, FAM, and FTR) for all types of procurements.
3. In addition to the execution of contracts and modifications as identified above, the PSC will also research issues contained in, and draft responses to, items of correspondence as assigned. Examples include, but are not limited to: subcontract consent requests, salary approvals, equipment approvals, etc., on a wide variety of contract and assistance awards.
4. The PSC will serve as a senior and trusted policy and technical advisor to the office director, USAID Ethiopia, the U.S. mission to Ethiopia and the other regional USAID offices on all manner of acquisition and assistance issues; and will speak for the supervisor on technical acquisition and assistance matters as required.
5. The PSC will participate as assigned in the supervision of the Office staff, which includes Foreign Service National (FSN) acquisition and assistance professionals and two FSN acquisition and assistance assistants. The PSC will train A&A Specialist staff on all aspects of acquisition and assistance procedures, policy, and document formation. The PSC will be required to assist in creating a supportive work environment that values diversity, and elicits the highest possible level of performance from USAID Ethiopia's OAA; set clear individual and team work objectives; ensure that the staff carries out those assignments; and, as required, evaluate staff performance, formally and by providing ongoing feedback.

**B. OTHER SIGNIFICANT FACTS:**

**1. Reporting Requirements**

The PSC will receive supervision, policy direction, and guidance from the Office Director, or his/her designee.

## 2. Supervisory Controls

The PSC is expected to exercise considerable independent judgment and initiative. Such initiative is critical to the success of the assignment; however, the actions and decisions of the PSC will be discussed with the Office Director.

Overall management of the Office is in a collaborative team environment, with the PSC participating fully in the process. Specific work plans and anticipated results are developed in consultation with USAID Ethiopia's OAA. The PSC performs many assignments independently, providing leadership to others involved in the management of USAID Ethiopia's OAA, and in the development, design, and drafting of the acquisition instruments. The work is reviewed in terms of achievement of established milestones, and the appropriateness of program/project activity focus.

## 3. Physical Demands

The primary location of work will be in USAID Ethiopia at the U.S. Embassy in Addis Ababa, Ethiopia. Work in the office is expected to be mostly sedentary. Secondary locations will include implementing partner offices and field offices, and project site field locations, the location of program beneficiaries in rural and in urban areas, government departments and offices of bi- and multi-lateral donors and NGOs, and attendance at conferences and training. The PSC will also face a heavy workload and in-country travel is a requirement of the position.

### C. REQUIRED QUALIFICATIONS AND EVALUATION CRITERIA:

To be considered for this position, applicants must meet the following minimum qualifications. For those who do, further consideration and selection will be based on panel assessment of the Selection Criteria, also listed below. Applicants are required to address each of the Selection Criteria on a separate sheet, describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the solicitation number at the top of each additional page.

Selection will be based on the following criteria **(Maximum of 100 Points Available)**:

#### 1. Education (15 points):

- Baccalaureate degree OR at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.
- Completion of Federal Acquisition Certification – Contracting (FAC-C) Level II or higher.

#### 2. Work Experience (25 Points)

- A minimum of fifteen years of substantive and professional contracting or procurement work is required.
- Previous experience in an overseas environment is preferred. Experience working in Ethiopia is desirable.
- Experience must include the full range of contracting responsibilities, including: acquisition and assistance award execution, administration, termination, cost and price analysis; procurement planning, and analysis and evaluation of proposals; negotiation of changes; execution of

options; investigation and resolution of contractor delays; contractor performance appraisal reports; resolution of claims and contractor disputes.

- Experience shall demonstrate knowledge of contracting laws, regulations, policies, and procedures; the ability to lead others; knowledge of cost principles; knowledge of cost plus/award fee and performance based contracting procedures; and, the ability to effectively communicate orally and in writing.
- Experience that demonstrates pre-award negotiation skills and demonstrated experience in making formal presentations is required.

### **3. Knowledge (25 Points)**

- Knowledge of procurement regulations and contracting principles including the latest acquisition procedures and techniques is required.
- An understanding of U.S. Government procurement rules and regulations is imperative.
- Knowledge of the Federal Acquisition Regulations (FAR) and the ability to work with the regulatory context of the FAR.
- Knowledge of the USAID's Acquisition & Assistance Policy Directives (AAPDS) and Contract Information Bulletins (CIBS), and the ability to work with the regulatory context of these Agency policies.
- Knowledge of USAID's Agency Automated Directives Systems (ADS) regulations; specifically all 300 series references.

### **4. Abilities and Skills (25 Points)**

- Must be able to work in a highly demanding environment and capable of handling tasks with varying deadlines.
- Must have good teamwork and interpersonal skills.
- Must be able to communicate complex and difficult policy and programmatic issues in a manner understandable by knowledgeable laypersons without oversimplifying.
- Must be able to maintain and adhere to high standards of professional conduct.
- Must be able to function as a team leader during contract negotiations, and personally negotiate the majority of assigned contracts.
- Skill to manage and coordinate activities sufficient to contract a variety of actions concurrently is essential.
- Versatility in the use of computers, especially Word and Excel is a must.
- The ability to plan, organize, and manage complex negotiations and meetings is very important.
- Leadership and supervisory management skills are desired.

- Proven ability to train/transfer knowledge regarding USG contracting rules, regulations, procedures, proposal evaluation, contract creation, and monitoring.
- Manage workload while adhering to established deadlines.

#### **5. Communication Skills (10 Points)**

- Fluency in both spoken and written English is required.
- Demonstrated ability to write and edit complex letters, emails, and memorandums.
- A sound ability to process information from a wide variety of sources into cohesive, polished documents is highly desirable.
- Ability to speak and read Amharic is desirable.

#### **D. PROFESSIONAL REFERENCE CHECKS**

Applicants must provide at least three references with current contact information, preferably both an e-mail address and a telephone number. (The selection committee will conduct reference checks of the highest ranked applicants). References will be asked to complete a questionnaire that assesses the applicant's technical knowledge, work performance, communication skills, and group dynamics, using the above specific criteria. The references will be asked to provide a general assessment of the applicant's suitability for the position. It is the responsibility of the applicant to ensure submitted references are available to provide a written or verbal reference in a timely manner.

All applicants must complete the [Universal Application for Employment \(DS-174\)](#) and submit a cover letter outlining their relevant qualification and experience for the position.

Only applicants who meet or exceed the stated position requirements will be considered. **All applicants must have the required work and/or residency permits to be eligible for consideration (please make sure to submit all documentation that certify your eligibility to work in the country).**

**Application should be submitted to:**

**Points of Contact**

**Fekadu Tamirate**

**HR Specialist**

**USAID Ethiopia**

**Email: [Ftamirate@usaid.gov](mailto:Ftamirate@usaid.gov) and/or [rmillion@usaid.gov](mailto:rmillion@usaid.gov)**

**Late applications will not be considered.**