



**USAID** | **SRI LANKA**  
FROM THE AMERICAN PEOPLE

## **VACANCY ANNOUNCEMENT**

### **ACQUISITION AND ASSISTANCE SPECIALIST**

The United States Agency for International Development (USAID) Mission to Sri Lanka is seeking an individual for the position of Acquisition and Assistance Specialist (Trainee) on a 40 hour work week. At the full performance level, this position is classified at the FSN-11 grade level. However, the selected candidate will be hired at the FSN-9 trainee grade level since this position is a part of an established career ladder, which provides the potential to progress to the FSN-10 and, subsequently, to the FSN-11 grade level. Attainment of the higher grade levels is contingent upon the Specialist (Trainee) successfully completing required minimum qualifications, meeting agreed-upon 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.

#### **BASIC FUNCTIONS OF THE POSITION:**

As an Acquisition and Assistance (A&A) Specialist in USAID/Sri Lanka's Office of Acquisition and Assistance (OAA), the Job Holder is responsible for applying high-level acquisition and assistance (A&A) knowledge, skills, and abilities, while working independently on activity design and implementation with related A&A assignments. The Specialist's responsibilities involve a wide range of A&A actions, including complex instruments such as high-dollar-value contracts and cooperative agreements with US and local Sri Lankan (and Maldivian) organizations, IQCs and BPAs with local organizations, performance based awards, cost-reimbursement contracts, PIOs, and Interagency Agreements. The Job Holder is expected to act as the Contracting/Assistance Officer's (CAO) primary point of contact for USAID employees, and to deal with multiple US and host-government entities in order to manage complicated business relations. In addition to A&A expertise, knowledge of economic and project management procedures and principles, local specifics, as well as client office program structure and monitoring is required.

The Job Holder works closely with the Mission's Contracting/Assistance Officer (CAO), all USAID program and project staff, and USAID/India/Regional OAA staff to ensure actions related to A&A contracts, task orders, grants, cooperative agreements, and interagency agreements, including modifications thereto, are effectively planned, competed, negotiated, awarded, and administered, in accordance with Federal statutes, regulations, and with USAID regulations, policies, and procedures. The Job Holder protects agency interests by ensuring Mission A&A actions are accomplished with the highest degree of integrity and ethical standards, decisions are made in the best interest of USAID and the US Government (USG)

and in accordance with its foreign assistance strategic objectives, and that business with contractors, grantees, and other parties is conducted in a best-practice, proactive, and professional manner.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

a. **Fiscal Year Planning:** Planning includes but is not limited to: coordination with the Program Office to ensure consistency with Mission Objectives and Plans; preparation and updating, as necessary, the A&A fiscal year procurement plan, including the type of award/action (e.g. acquisition vs. assistance or new award vs. modification); consideration of whether the circumstances of a planned action will require special approvals, waivers, or decisions (e.g. competition waivers), and identifies relevant policies, procedures, and approval authorities; planning for consideration and observance of standard agency lead-times for the type of action, i.e., bona fide urgent needs and humanitarian disaster relief will be handled as necessary to meet the requirements and circumstances of each case; and, ensuring that OAA staffing is appropriate to meet the operational level of Office and Unit workload, so as to meet Mission objectives in a timely manner. 25%

b. **Pre-Award:** The Job Holder undertakes pre-award responsibilities, which vary in type and complexity, with the most complex being those required for large, full and open competitions for new awards. The work includes, but is not limited to: ensuring actions are prepared and updated as necessary, written milestone plans for significant A&A action (e.g. a new award) are realistic, noting key actions and estimated dates each will be completed; overseeing the drafting of pre-solicitation notices and solicitations for posting on the appropriate Federal website; reviewing A&A responses by colleagues to questions from interested parties; reviewing amendments to solicitations; planning and conducting orientation for evaluation panels; reviewing proposals with particular attention to proposed costs and other business aspects of proposals and funding applications; comparison and analysis between competitive proposals such as technical-cost tradeoffs, relative advantages and disadvantages, and the degree of risk, in order to make best-value award recommendations; responsibility determinations for the apparent successful offeror; formal or desk pre-award surveys; review of the complete record of actions, including proposal analyses and making an award recommendation in a negotiation memorandum; and, ensuring the award is properly drafted. 25%

c. **Post Award:** Responsibilities vary in type and complexity. The least complex involve the oversight of administrative actions, including incremental funding modifications and various routine approvals required by the terms of the award. More complex administrative actions, requiring higher levels of oversight, include considering and documenting waivers to an award's authorized geographic code for procurement of goods and services, closing out awards, and ensuring contractor performance evaluation reports are completed. The most complex post-award actions require significant mentoring and coaching, and include negotiating change orders or termination settlements, non-competitively adding new or additional work to a contract, or non-competitively adding a new period of funding to a cooperative agreement. Other examples of post award actions include resolution of audit findings, conducting post-award conferences or other meetings on special topics with contractors and recipients, and general monitoring of contractor performance and compliance with award terms. 25%

**d. Information Management and Reporting:** The Job Holder is responsible for developing meaningful A&A information reports. Regular duties include, but are not limited to: supervising the update of fiscal year plans; overseeing the updating of OAA databases (e.g. open award summaries; completed awards and their closeout status, etc.); data entry necessary to reporting A&A actions to USAID/Washington in the prescribed manner and schedule; reviewing the preparation of information for the USAID/Sri Lanka website; etc. 25%

e. Performs other duties as assigned or required.

#### **QUALIFICATIONS REQUIRED:**

- a. **Education:** Completion of a university degree or the host-country equivalent formal education in accounting, law, business, or other related field is required.
- b. **Prior Work Experience:** A minimum of five years progressively responsible experience in the field of A&A is required. This experience must have included demonstrated expertise in negotiation and administration of all types of A&A awards, particularly in the administration of level-of-effort term technical assistance contracts. Experience with administering assistance awards is required, and experience administering cost reimbursement and fixed-price construction contracting is required.
- c. **Language:** Level IV (fluent) oral and written English capability is required. Written English skills are particularly important. The incumbent must be able to express ideas and concepts clearly and accurately both verbally and in writing. Level IV Sinhala is also required, and other locally used languages preferred.
- d. **Knowledge:** US Federal and USAID Acquisition Regulations preferred and knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that results in standard and established contract types. A good knowledge of host-country and international markets pertaining to program and project requirements for services and commodities required and a good knowledge and understanding of US market and pricing methods would be preferred. Knowledge of business processes in public or private sectors is required.
- e. **Skills and Abilities:** The ability to plan and administer large acquisition activities, and provide excellent acquisition and assistance support for agency programs and projects in a timely manner is required. The ability to apply governing contracting regulations, procedures, and policies to individual complex acquisition and assistance programs is required. An ability to deal effectively with high-level representatives of the US, host-country, and international business community, and with colleagues in USAID/Sri Lanka is required. Good analytical, negotiating, and time management skills are required, with strong proofreading skills and attention to detail 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 USAID/Sri Lanka/OAA acquisition and assistance procurement actions. Computer skills in Word and Excel sufficient to independently prepare or modify correspondence and documentation with minimal office administrative support are required.

**SALARY:**

FSN Grade 09 thru 11 (Rs. 1,453,651/- p.a. to Rs. 3,490,479/- p.a.) plus allowances per the Local Compensation Plan.

**TO APPLY:**

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

(1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or** curriculum vitae that provides the same information found on the UAE form DS-174, along with a cover letter and current resume. The UAE form DS-174 or the Resume/CV **must be signed.**

You may download the UAE form DS-174 at:

<http://www.usaid.gov/sri-lanka/careers>

(2) Any other documentation (e.g., certificates, awards) that addresses the experience and qualification requirements of the position as listed above.

**SUBMISSION OF APPLICATION:****TO:**

The Executive Officer

USAID/Sri Lanka

via e-mail to : [hrcolombo@usaid.gov](mailto:hrcolombo@usaid.gov) on or before April 15, 2016. Applications received after the closing date will not be accepted.

Applications that do not meet the above requirements WILL NOT be considered by the selection committee. Only those applicants considered by USAID to be in the most competitive range in terms of qualifications and experience will be notified for further review in the position vacancy selection process.

*The United States Agency for International Development (USAID) Mission  
is an Equal Opportunity Employer.*