

**EMPLOYMENT OPPORTUNITY**  
**ANNOUNCEMENT NUMBER: HNALL 15/42**  
*This announcement is for a trainee level (FSN-09).*

**OPEN TO:** Vietnamese candidates only.

**POSITION:** **Acquisition and Assistance Specialist (Trainee), FSN-9**

The amount of time it will take for the incumbent to reach the full performance level may vary, but is expected to be o/a three years.

**OPENING DATE:** June 25, 2015

**CLOSING DATE:** July 20, 2015

**WORK HOURS:** Full-time, 40 hours/week

**ANNUAL SALARY:** US\$ 15,416.00 (starting salary at the FSN-09) to US\$ 25,048 (starting salary of full performance grade – FSN-11).

**LENGTH OF HIRE:** Long-term. Actual filling of the position is contingent upon the availability of funds

The U.S. Agency for International Development (USAID), Hanoi is seeking an individual for employment for the position of Acquisition and Assistance Specialist in its Office of Acquisition and Assistance (OAA).

**NOTE: ALL APPLICANTS MUST HAVE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

**BASIC FUNCTIONS OF THE POSITION**

The incumbent in this position will perform a variety of acquisition and assistance (procurement) support services to technical offices and to Development Objective (DO) teams in USAID/Vietnam. These duties include, among others, reviewing and recommending approval or revision of procurement requisitions in the USAID Global Acquisition and Assistance System (GLAAS); reviewing and making recommendations on program descriptions and scopes of work (SOW); performing complex cost and price analysis; analyzing proposals and/or quotes received; reviewing contracts and contract modifications; analyzing contractor-proposed budgets; recommending revisions to various contract provisions; writing memoranda of negotiation, and preparing other required documentation to support Contracting Officer decisions. The incumbent will also maintain up-to-date contract files, prepare Contractor Performance Reports (CPRs), and support timely award closeouts. H/she will provide guidance to client offices in USAID/Vietnam related to the administration and monitoring of the portfolio of contracts and grants. The incumbent of the position will be responsible for carrying out day-to-day activities in an independent manner.

This position 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 agree-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. (The position will be filled at the appropriate grade level depending on the qualifications of the selected candidate)

Please contact the Human Resources Office at 3850-5000 Ext. 5126/Ext.5127 for further inquiries.

## **QUALIFICATION REQUIREMENTS**

**NOTE:** All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education: Possession of a Baccalaureate** Degree or the equivalent of a four-year US college/university degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required.
- 2. Experience:** At least three years of progressively responsible experience in acquisition and 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 US Government organization, the Host Government, the private sector, or international or other donor organization, in an English-language work environment is required.
- 3. Language:** Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.
- 4. Knowledge:** Knowledge of the public and/or private-sector business processes is required. Must have a basic understanding of the US Federal and USAID Acquisition Regulations, and/or knowledge of how to execute and administer a complex acquisition portfolio. Must have knowledge of the methods of negotiation, sealed bidding, and small value purchase procedures. Must have a basic understanding of markets pertaining to program/project/activity requirements for services and commodities.
- 5. Skills and Abilities:** Must have an ability to: 1) plan and administer acquisition activities in a timely manner; 2) apply contracting regulations, procedures, and policies to individual acquisition and assistance programs; 3) deal effectively with high level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments; 4) have good analytical, negotiating, and time management skills, strong proofreading skills and attention to detail; and 5) work calmly, tactfully, and effectively under pressure, as well as maintain strict confidentiality and meet all standards in accordance with US law throughout all phases of acquisition processes.

## **SELECTION PROCESS**

### **ADDITIONAL SELECTION CRITERIA**

Please see post eligibility & qualification requirements on the bulletin board in Human Resources Office or on the Embassy website <http://vietnam.usembassy.gov>

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold U.S. Mission Regional Security Office (RSO) and Health Unit clearances.

## **HOW TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff (DS-174). Candidates may also send a current résumé or curriculum vitae in addition to the Form DS-174, but in all cases, the DS-174 must be submitted in order for the candidate to receive consideration for this vacancy. The DS-174 form is available on the U.S. Embassy website <http://vietnam.usembassy.gov>; **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification

## **SUBMIT APPLICATION**

**Applications should be submitted through email to the address: [HanoiHR@state.gov](mailto:HanoiHR@state.gov)  
Subject line must be: (HN VA 15/42) or your application may not be considered;**

Please use the PDF application form [DS-174](#). The form is also available on the U.S. Embassy website <http://vietnam.usembassy.gov>. The application form must be in Word or PDF format. The other format such as .rar or .jpg is unacceptable.

We will only accept applications by email. If your submission gets through successfully, you will receive an automatic reply from our Recruitment Mailbox which reads "*This is to confirm that HR received your application. Please do not reply this message.*" If you encounter a problem, please call the Human Resources Office (84-4) 3850-5126 or (84-4) 3850-5111. Please do **NOT** attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174.

**POINT OF CONTACT:**  
Human Resources Office

Telephone: 84-4-3850-5000 ext. 5126/5127

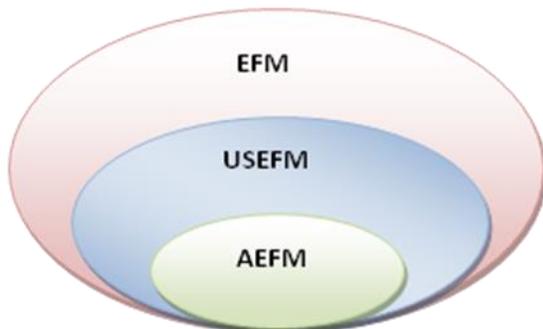
Fax: 84-4-3850-5019

**CLOSING DATE FOR THIS POSITION: JULY 20, 2015**

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews. If you do not hear from us within 4 weeks from the closing date, your application was not successful.)

The U.S. Mission in Vietnam provides equal 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 Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. 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.

**Appendix A  
DEFINITIONS**



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

**1. Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**2. U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

**3. Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

**4. Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

**5. Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**6. Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EfMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References