

JOB VACANCY ANNOUNCEMENT

ACQUISITION & ASSISTANCE AGENT

The U.S. Agency for International Development (USAID/Philippines) has an immediate need for an Acquisition and Assistance (A&A) Agent. The incumbent is a member of the Regional Acquisition and Assistance Office (ROAA). The A&A Agent assists the A&A Specialists and the Regional Contracting/Agreement Officers with achieving implementation results and goals and objectives of the Missions/Countries Development Objectives. For ROAA, USAID/Philippines, this includes the Philippines, Mongolia, Pacific Island countries and the Regional Inspector General/Manila. Despite a primary focus on purchase or delivery orders, small grants, Personal Services Contracts, modifications and amendments, past performance evaluations and closeouts, the incumbent's responsibilities may also involve a wider range of A&A actions with the requirement that he/she function effectively in support of A&A Specialists and Regional Contracting/Agreement Officers. While there is an element of repetition, similar actions within broad procedural groupings, individual actions can be unique and multifaceted. The primary duties of this position are to perform a variety of acquisition & assistance duties. Under the general guidance of the Director/Deputy Director of ROAA or his/her designee, and direct supervision of the cognizant Supervisory A&A Specialist, the A&A Agent assists his/her Development Objective (DO) team(s) with awards, administrative modifications, amendments, memoranda, correspondence and filing in support of the efforts of the Mission; reviews and recommends approval or revision of requisitions for purchase orders, delivery orders or other minor actions; assists his/her team in drafting grants, cooperative agreements, contracts and other procurement instruments; assists her/his team in minor award negotiations; maintains award files and records up to date; leads and prepares past performance reports; and leads and supports award closeouts. S/He provides subject matter expertise and assistance with the Mission's GLocal Acquisition and Assistance System (GLAAS). The incumbent also leads and is primarily responsible for award and administration of Personal Services Contracts.

The candidate must meet the following Evaluation Criteria:

***Education (20 %)** University degree in a relevant field such as business administration, economics, finance, marketing, commerce, accounting, international trade, industrial management, law or other related fields is required.

***Work Experience (20 %)** Three years of progressively responsible, professional acquisition and assistance and/or development assistance experience is required. Prior experience and knowledge gained from working in a position in a related occupation, within a U.S. Government organization or within an international or donor organization, in an English-language work environment is desirable.

***Job Knowledge (20 %)** Good knowledge of acquisition and assistance procedures is required at the full performance level. Must have knowledge of business processes in public or private sectors and basic understanding of project monitoring and management. Understanding of markets pertaining to program/project/activity requirements for services, and of pricing and costing methods is desirable. A working knowledge or the potential to quickly gain knowledge of all of the following areas: USAID policies and procedures and ROAA areas of responsibility and Mission/DO portfolios, U.S. Government acquisition and assistance practices; USAID's Automated Directives System (ADS), Federal Acquisition Regulations (FAR), Code of Federal Regulations (CFR), Office of Acquisition and Assistance (OAA) Intranet, USAID Acquisition Regulation, (AIDAR) and Mission and ROAA operating procedures and administrative matters.

***Skills and Abilities (20 %)** A self-starter and good organizational skills to prioritize and follow through on work assignments with moderate supervision. Excellent interpersonal skills to work effectively as a team member in a culturally diverse team environment. Good analytical, negotiating and time management skills. Strong proofreading skills and attention to detail. Demonstrated skill in accurately and thoroughly preparing various correspondence formats and data entry information. The ability to work calmly, tactfully and effectively under pressure is essential, as well as to maintain strict CONFIDENTIALITY AND HIGH ETHICAL STANDARDS throughout all phases of ROAA acquisition and assistance procurement actions. Skill, or the ability thereof, in organizing and analyzing large amounts of detailed information, especially cost/price data, negotiating skill, and be able to deal effectively with people at all levels.

***Communication and Computer Skills (20 %)** Good oral/written communication skills are required. High degree of knowledge of computer applications, including a demonstrated proficiency in using various software applications (Windows, MS Word and Excel), and acquisition/assistance data entry/writing systems.

The compensation package includes mid-year and year-end bonuses, health and life insurance, and a supplementary retirement plan. The salary will be negotiated based on a combination of the candidate's salary history and of the organization's pay plan.

Note: USAID reserves the right to reject any and all applicants. Only short-listed candidates will be notified.

**Application letter and comprehensive resume must be received via email at aidmnlhr@usaid.gov
no later than May 23, 2014**