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**AFGHANISTAN**

**Solicitation open to:** Afghan Nationals Only  
**Position Title:** Acquisition and Assistance Assistant (Vetting Support)  
**Type of vacancy:** Multiple  
**Opening date:** October 21, 2014  
**Closing date:** November 05, 2014  
**Vacancy announcement #:** USAID/306/15/03/OAA  
**Work hours:** 40 hours (Full time)  
**Position Grade:** FSN-7

The United States Agency for International Development (USAID) in Afghanistan is inviting applications from Afghan Nationals for multiple positions of **Acquisition and Assistance Assistant (Vetting Support)** in the Office of Acquisition and Assistance (OAA).

#### **BASIC FUNCTION OF THE POSITION:**

The positions are located in USAID's Office of Acquisition and Assistance (OAA) in Kabul, Afghanistan. The primary purpose of this position is to serve as the Mission's Vetting Assistant, in supporting the Vetting Official in the vetting process. Positions assist the management of vetting requests while ensuring their accuracy, completeness and admittance into the vetting database. The Acquisition and Assistance Assistants (Vetting Support) are also responsible for ensuring that the Contracting Officers are properly notified upon receipt of the vetting results from the Washington vetting center.

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

##### **A. Vetting:**

Following Executive Orders, United States Codes and the Afghanistan Counterinsurgency (COIN) Strategy pertaining to terrorism and counterinsurgency, hundreds of individuals and entities have been designated under these other statutes, regulations and Executive Orders as terrorists or other malign entities. The incumbents support the vetting process from the receipt of the vetting request through communicating the results to requestors. The incumbents are considered the key personnel responsible for the maintenance and management of the vetting database in the Mission. He/she will manage potential awardees in the vetting database, including initial entry/verification of vetting data, verification of potential awardees vetting status, submission of vetting or sub-vetting request, entry/update of award and sub-award data, coordination of additional information requests, and communication of vetting results.

Incumbent(s) will provide services in addressing vetting database queries, data entry, review of vetting requests and associated potential awardees data for accuracy and completion of vetting requests.

Incumbent(s) submit vetting requests to the various vetting centers, communicate additional information requests when applicable, exercise quality control checks through open sources over all outgoing vetting requests during updates of the vetting database, and identify and report on the system's functions and processes to validate their performance and compliance to the Mission Order.

Incumbents are responsible for maintaining all files and systems related to vetting including all correspondence, vetting forms, reports, photos and other related documentation. Incumbent(s) will ensure the integrity of the files; keep original, hard and electronic copies of the working documents, and work with C&R periodically on the disposition of files and records to storage as prescribed by USAID's Automated Directives System.. Incumbent(s) will interact with Mission staff at all levels including briefing Contracting Officer's (COs), Contracting Officer's Representatives (CORs), and Office Directors, on issues affecting system operation and integrity, and issues arising from vetting results.

Incumbent(s) will generate reports for Mission Management to analyze different aspects of awardee data, vetting results, award details and other statistical information. As required, engage in data gathering and preparation of status reports with analysis of problems, recommendations for corrective actions and feasible improvements.

Incumbents will also be required to provide on-the- job training to CO/CORs and other Mission staff on vetting displays of award and awardee data to include query and drill capabilities to view and generate various reports..

Furthermore, incumbent(s) will have the responsibility of following-up and removal of outstanding and/or cancelled awards from the system.

## **B. Program Support Liaison:**

Incumbent will act as the liaison between the Mission and Implementing Partners on questions related to Mission Orders and the Partner Information form, as well as serve as the back-up to provide necessary trainings to Mission staff and Implementing Partners on Mission Orders and Partner Information forms.

## **QUALIFICATIONS/EVALUATION CRITERIA:**

**Education:** Completion of diploma education (2 years) in business administration, finance, marketing or any other related field is required. A bachelor's degree in any of the above discipline is desired.

**Experience:** At least three years of work experience is required. Specific experience in performing data entry functions or managing databases and manipulating software is preferred.

**Language:** Level III (good working knowledge) speaking/reading of English language and level III (good working knowledge) of Dari and/or Pashtu is required.

**Knowledge, Abilities and Skills:** A good working knowledge of managing electronic records (database) and in creating and maintaining Excel spreadsheet workbooks. A good understanding of the operational environment is also essential to achieve the best results in the process of data entry and verification. Good typing ability and word-processing experience are required. Strong customer service orientation, excellent attention to detail and the ability to maintain confidentiality are critical to the successful performance of the job. Must be tactful, yet effective, in dealing with

USAID CO's, CORs and Mission staff and Implementing Partners to solve problems and ensure the accuracy and completeness of the information received.

## **HOW TO APPLY:**

Applicants are requested to submit a complete application package which must include all required documents to [afpakjobs@usaid.gov](mailto:afpakjobs@usaid.gov) and [AfUSAIDJobs@state.gov](mailto:AfUSAIDJobs@state.gov) with a **Subject line: Acquisition and Assistance Assistant (Vetting Support) OAA 15/03**

**ANY/ALL application submissions after the closing date of November 05, 2014 will not be considered.**

## **REQUIRED DOCUMENTS:**

- 1. Cover memo/email outlining your qualifications and experience against the selection criteria.**
- 2. Application for Employment (AE) as a Locally Employed Staff (DS-174)**  
[http://kabul.usembassy.gov/job\\_opportunities2.html](http://kabul.usembassy.gov/job_opportunities2.html)  
<http://www.state.gov/documents/organization/136408.pdf> and/or
- 3. A current resume or a curriculum vita that provides the same information found on the DS-174 form.**

**(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS-174 will be required in order to advance in the process.)**

### **Note:**

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø **Female candidates are strongly encouraged to apply.**

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**