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TO: ALL INTERESTED CANDIDATES

SUBJECT: RECRUITMENT FOR AN ACQUISITION AND ASSISTANCE SPECIALIST
WITHIN USAID/MADAGASCAR CONTRACTING OFFICE

**METHOD OF
EMPLOYMENT:** TWENTY FOUR (24) MONTHS PERSONAL SERVICES CONTRACT
RENEWABLE, SALARY EQUIVALENT TO GRADE FSN-11
(Trainee levels at FSN-10 and FSN-9)

**APPLICATION
CLOSING DATE:** 12:00 PM, FRIDAY, APRIL 18, 2014

The U.S Agency for International Development (USAID) Mission in Madagascar is soliciting expressions of interest from qualified candidates to serve as an Acquisition and Assistance Specialist within the Contracting Office. The contract is for an initial period of two (2) years with potential continuation subject to, annual performance review (reaching full performance FSN-11 level is required for trainees), continuing need for the services, and availability of funds.

BASIC FUNCTION OF THE POSITION

The Acquisition and Assistance Specialist is located in the Contracting Office, USAID/Madagascar. The Specialist performs a full range of acquisition and assistance (A&A) duties including procurement planning, negotiating, drafting correspondence, communicating with implementing partners, writing assistance and acquisition awards, preparing modifications, and terminations or close-outs for assigned technical programs.

The Specialist reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of scopes of work (SOW); drafts requests for proposal or quote; performs complex cost and price analysis; analyzes proposals or quotes received; drafts contracts and contract modifications; analyzes contractor-proposed budgets; recommends revisions to various contract provisions; writes Memoranda of Negotiation; and, prepares other required documentation. The Specialist maintains contract files and records up to date, ensures completion of Contractor Performance Reports (CPRs), and conducts award closeouts. The Specialist provides guidance related to administrative award modifications to the Technical Offices. The Specialist is responsible for carrying out all activities in an independent manner with general supervision by the Senior Acquisition & Assistance Specialist and oversight from the Contracting/Agreement Officer.

MAJOR DUTIES AND RESPONSIBILITIES

At FSN-11 level

a. The Specialist is responsible for providing project acquisition and assistance support to USAID/Madagascar Technical Offices, DO and AO Teams to support a variety of programs/projects/activities. These programs/projects/activities are implemented through complex Government contracting and grant mechanisms, including but not limited to purchase orders, competitively negotiated technical assistance agreements, grants,

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cooperative agreements, contracts and task orders, and sole source awards. This includes professional-level advice and guidance on procurement policy and procedures in the design and implementation of Mission activities. The Specialist coordinates the development of procurement objectives for assigned portfolios in terms of potential implementing partner (IP) organizations, competitive issues, and socioeconomic issues, and identifies and constructs appropriate contract and/or grant instruments. Negotiations are to ensure acquisition plans are current, have appropriate milestones, and related schedules are adequate.

b. The Specialist reviews GLAAS Requisitions (REQs) requesting acquisition/assistance for major and complex programs/projects/activities and/or services. The Specialist analyzes requirements, and determines instrument selection or procurement approach, if SOWs or other program descriptions are complete, and if the request meets FAR, ADS, AIDAR, and/or other Mission, Agency, or USG policies; ensures that necessary Mission clearances have been obtained, and that waivers and other supporting documentation are complete; recommends revisions regarding SOWs, budgets, classification of terms, reporting requirements, and any special conditions, and ensures that required performance indicators are developed and included in the initial Request for Proposal or Request for Application; and, develops solicitation documentation in accordance with all appropriate regulations, selects and includes correct required clauses, and transmits solicitations for proposal using Internet-based technology. The Specialist responds to offeror questions during the proposal submission phase; and, determines the need for, and prepares, clarifying amendments as required for solicitation documents. As necessary, the Specialist holds pre-bid or consultative meetings with partners to fully explain the Agency and counterpart's needs, and to discuss solicitation documents. The Specialist applies a high degree of judgment and analysis when deciding among and between competing and often conflicting regulations and objectives, where the activities involved include multi-million-dollar issues, often with significant political and/or legal implications.

c. The Specialist evaluates applications and offers for responsiveness to particular solicitations, and documents the relative strengths and deficiencies of each proposal; guides DO/AO Teams in the practice of 'best value' selection, and in performance-based technical approaches; and, obtains reports and references, ensuring that past performance of the offeror is relevant and of a high quality. The Specialist ensures that offerors have adequate management, accounting, personnel, and procurement systems, and appropriate corporate leadership, resources, and quality control systems to satisfactorily carry out contracts. The Specialist requests audit reports or pre-award surveys from the Office of the Inspector General, and/or the Defense Contract Audit Agency, and obtains clearance from the Department of Labor and/or the Small Business Administration on a variety of EEO and workplace issues. The Specialist analyzes cost proposals and technical scores from technical evaluation committees; and, based on the analysis, establishes the competitive range and presents documentation for signature to the Contracting Officer/Regional Contracting Officer. The Specialist performs analysis of cost issues, considering economic conditions and factors of material, labor, and transportation costs; examines cost and pricing data submitted by offerors, to substantiate direct and indirect costs and profit; determines reasonableness of costs submitted; ensures data provided is consistent with USAID requirements on eligible geographic

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sources, and that salary structures are consistent with Agency policy; and, identifies circumstances that may require a waiver. The Specialist coordinates issues of technical weakness and excessive cost with DO/AO Teams prior to commencement of negotiation; and, clarifies and, as necessary, instructs the members of the Team, host-country counterparts, and other Mission staff on the USAID procurement process. The Specialist designs the negotiation strategy, identifies areas subject to negotiation, and consults with technical specialists concerning data submitted by offerors; conducts extensive negotiations on cost and technical issues prior to contract award, presenting USAID issues of concern, and persuading offerors to upgrade technical deficiencies and reduce costs where appropriate; requests submission of Revised Final Proposals, and prepares appropriate contract or grant instruments for award; coordinates the last stages of selection with DO/AO Teams and/or the technical evaluation committee(s); negotiates and awards grants and cooperative agreements with US-based and indigenous PVOs and NGOs, colleges and universities, and other non-profit organizations; analyzes transactions to ensure compliance with Agency cost-sharing and registration policies, as well as local laws governing status; and, coordinates contracting activities with other government agencies, frequently negotiating and drafting interagency agreements. The Specialist presents award decisions of ultimate contractor/recipient to the Contracting Officer/Regional Contracting Officer, with all the appropriate supporting documentation, including the development of appropriate performance indicators, in conjunction with DO/AO teams; and, organizes and conducts orientation meetings with selected contractors, to ensure that mobilization efforts will be conducted efficiently, and that all terms and conditions of procurement instruments are clear and well-understood by all parties. The Specialist provides support debriefings to unsuccessful offerors.

d. The Specialist monitors contractor performance in relation to the completion schedule required by the contract or assistance instrument; ensures timely submission of technical progress reports, making periodic visits to contractor work sites, and representing the Office at performance-related meetings held by other Mission Offices; assists any client Missions to develop appropriate indicators for work plans and contract documents; ensures contractors are fully compliant with performance standards contained in the Contract, and seeks corrective action in cases of non-compliance; expedites Change Orders or revisions when circumstances require; and, issues 'show cause' or 'cure notices,' and/or recommends termination of contracts for default or for convenience, and negotiates termination settlements.

e. The Specialist analyzes, and takes action to resolve, audit findings, such as cost items questioned or unresolved; supports recommendations with detailed analysis of each cost, category, or element as necessary; prepares necessary documents to resolve all aspects of audits, questioned or ineligible costs, and accounting issues; and, presents documentation to the Contracting Officer/Regional Contracting Officer for signature. The Specialist reviews completed (after full performance) contract files to determine that all contractual actions are satisfied, and that there are no pending administrative actions to be resolved; ensures that all file documents are signed, that there are no litigation actions pending, and that the contract is complete in every respect and ready to be closed; and, ensures that contracts nearing annual anniversaries or final completion have a completed performance report from the COR/AOR, and submits reports to the Contractor for comment.

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f. The Specialist provides guidance and mentoring to junior-level staff, trainees, procurement technicians, and file clerks on basic principles of USG and USAID acquisition, general procurement management, procurement policy direction, new/changed procurement policies, etc., as required.

g. As required, the Specialist may be called upon to provide information and advice to the Contracting Officer/Regional Contracting Officer and/or his/her designee on critical procurement issues, or on the effect of new or revised USG, USAID, or host-country requirements. The Specialist attends key Mission meetings on behalf of the Office, as assigned.

Performs other duties as assigned or required.

At FSN-10 level

a. The Specialist (Advanced Trainee) is responsible for providing project acquisition and assistance support to USAID/Madagascar Technical Offices, DO and AO Teams to support a variety of programs/projects/activities. These programs/projects/activities are implemented through complex Government contracting and grant mechanisms, including but not limited to purchase orders, competitively negotiated technical assistance agreements, grants, cooperative agreements, contracts and task orders, and sole source awards.

b. The Specialist (Advanced Trainee) is expected and required to select the appropriate procurement instrument types for the situation at hand, and to accurately apply USG procurement laws, regulations, policies, and procedures governing each type of instrument. The advanced developmental nature of the assignment includes the acquisition of goods and various types of services. The Specialist (Trainee) must be equally familiar with the procedures for acquisition of goods, and for managing personal service and non-personal service contracting actions.

c. The Specialist (Advanced Trainee) is expected to work with technical specialists/activity managers in DO and AO Teams throughout Mission, assisting in the preparation of annual procurement plans, clear and concise statements of work, and full supporting documentation. The Specialist (Advanced Trainee) must be able to provide authoritative technical guidance to technical specialists/activity managers pertaining to their procurement-related responsibilities and procedures. Specific duties include:

Pre-Award Duties - the Specialist (Advanced Trainee) assists technical DO/AO Team personnel in the analysis of annual program plans, and advises on the selection of appropriate acquisition and assistance mechanisms to help achieve program objectives; assists technical personnel in the preparation of required descriptions of proposed activities, including statements of work, specifications, and activity descriptions; prepares pre-solicitation documents and clearances, including determinations, justifications, synopses, and solicitations and, reviews GLAAS Requisitions (REQs) for completeness and clarity. The Specialist (Advanced Trainee) advises on the adequacy of evaluation criteria, proposed contracting mechanisms, the extent of advertising required, and any other required terms and conditions. In coordination with Technical Offices and/or representatives of host-country governments, the Specialist (Advanced Trainee) evaluates and analyzes bids and proposals, ensuring compliance with evaluation criteria. The Specialist

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(Advanced Trainee) assists in the development of pre-negotiation costs or programmatic objectives, in conjunction with the Contracting/Regional Contracting Officer and/or his/her designee, technical personnel, and others; recommends the competitive range, and negotiates with potential awardees; documents negotiations in writing; assists in technical and cost evaluations; recommends the selected contractor and prepares contract files, to include making required certifications and determinations necessary for each procurement action: and, prepares award documents that accurately reflect all discussions and provisions relevant to the type of award mechanism to be implemented.

Post-Award Duties - The Specialist (Advanced Trainee) monitors performance as required by the terms and conditions of the award, through review of performance and review of financial reports; manages the assigned portfolio; assures that funding is available when required; and, works with DO/AO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the program/project/activity are met; conducts site visits and attends meetings; and, provides guidance to technical personnel and assists in programmatic duties as required to avoid contractual/legal improprieties. The Specialist (Advanced Trainee) assists the CO/RCO with issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

d. The Specialist (Advanced Trainee) conducts closeouts of contracts, grants, and cooperative agreements after completion. These include ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

Performs other duties as assigned or required.

At FSN-9 level

a. The Specialist (Trainee) is responsible for providing basic and limited project acquisition and assistance support to USAID/Madagascar Technical Offices, DO and AO Teams to support a variety of programs/projects/activities. These programs/projects/activities are implemented through complex Government contracting and grant mechanisms, including but not limited to purchase orders, competitively negotiated technical assistance agreements, grants, cooperative agreements, contracts and task orders, and sole source awards, requiring the Specialist (Trainee) to become familiar with the full range of USAID procurement instruments.

b. The Specialist (Trainee) is assigned work in such a manner as to provide training and the basis for independent selection of appropriate procurement instrument types for the situation at hand, and to accurately apply USG procurement laws, regulations, policies, and procedures governing each type of instrument. The developmental nature of the assignment provides exposure to the acquisition of goods and various types of services. The Specialist (Trainee) will become equally familiar with the procedures for acquisition of goods, and for managing personal service and non-personal service contracting actions.

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c. The Specialist (Trainee) is expected to work with higher-level Specialists/Officers, and with technical specialists/activity managers in DO and AO Teams throughout Mission, assisting in the preparation of annual procurement plans, clear and concise statements of work, and supporting documentation. The Specialist (Trainee) will develop the ability to provide authoritative technical guidance to technical specialists/activity managers pertaining to their procurement-related responsibilities and procedures. Specific developmental duties include:

Pre-Award Duties - the Specialist (Trainee) participates in meetings on procurement planning; collates data, and prepares and updates tracking tools in order to monitor pending procurements; works with clients to assist in the preparation of justifications, waivers, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. Prepares solicitation documents in GLAAS, and the electronically posts Simplified Acquisitions and Personal Services Contracts; and, works with higher-level Specialists/Officers to ensure compliance with FAR and AIDAR advertisement requirements, including publication of synopses and solicitations, as prescribed. The Specialist (Trainee) works with higher-level Specialists/Officers to prepare Requests for Proposal and Requests for Application. The Specialist (Trainee) assists higher-level Specialists/Officers in pre-award activities for competitive solicitations, and with pre-award assessment surveys of potential contractors or recipients, in order to ensure eligibility prior to an award being made.

Post-Award Duties - the Specialist (Trainee) assists higher-level Specialists/Officers in monitoring performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist (Trainee) manages the assigned developmental portfolio, assuring that funding is available when required; and, under the guidance of higher-level Specialists/Officers works with AO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the program/project/activity are met. As assigned, the Specialist (Trainee) conducts site visits and attends meetings. The Specialist (Trainee) provides guidance to technical personnel, and assists in programmatic duties as required to avoid contractual/legal improprieties, seeking guidance from higher-level Specialists/Officers as required. The Specialist (Trainee) assists in researching and resolving issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

d. The Specialist (Trainee) assists in the conduct of closeouts of contracts, grants, and cooperative agreements after completion. These include ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

Performs other duties as assigned or required.

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REQUIRED MINIMUM QUALIFICATIONS AND SELECTION CRITERIA

A. EDUCATION

Bachelor's degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management or other relevant field is required. NB: Additional Education may NOT be substituted for Prior Work Experience.

B. PRIOR WORK EXPERIENCE

At FSN-11 level

Five or more or progressively responsible work in acquisition and assistance is required. As this position is part of a recognized and established career ladder, a minimum of two years of this experience must have been gained working in a USAID Contracting/A&A Office, with at least one year at the next lower, FSN-10, grade level.

NB: Additional Prior Work Experience may NOT be substituted for Education.

At FSN-10 level

Four or more years of progressively responsible experience in acquisition and assistance, development assistance, or a closely related field is required. As this position is part of a recognized and established career ladder, a minimum of one year of this experience must have been gained working in a USAID Contracting/A&A Office at no less than the next lower grade level.

NB: Additional Prior Work Experience may NOT be substituted for Education.

At FSN-9 level

Three or more years of progressively responsible experience in acquisition and assistance, development 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 USG organization, the Host Government, the private sector, or within an international or donor organization, in an English-language work environment.

NB: Additional Prior Work Experience may NOT be substituted for Education.

C. LANGUAGE PROFICIENCY

Fluent, professional level speaking, reading and writing in English and French. At this level, applicants should have:

- The ability to speak using sufficient, structured and accurate vocabulary in formal conversation;
- The ability to use the language to satisfy professional needs;
- The ability to read and write at a normal speed and with almost complete comprehension of a variety of materials, unfamiliar subjects, styles and forms pertinent to the job needs.

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D. KNOWLEDGE, SKILLS AND ABILITIES

At FSN-11 level

Knowledge of US Federal and USAID Acquisition Regulations, 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 result in standard and established contract types. A good knowledge of host-country and regional markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is required. Knowledge of business processes in public or private sectors is required.

The ability to plan and administer large and complex acquisition activities, and provide adequate acquisition assistance and 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 and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required.

Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.

At FSN-10 level

Knowledge of public and/or private-sector business processes is required. At this level, knowledge of US Federal and USAID Acquisition Regulations, or knowledge and understanding of how to execute and administer an acquisition and portfolio, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. A good knowledge of Regional markets pertaining to program and project requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is desirable.

The ability to plan and administer acquisition activities, and provide adequate acquisition assistance and support for agency programs and projects in a timely manner is required. The ability to apply governing contracting regulations, procedures, and policies to assigned acquisition and assistance programs is required. An ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required. Skill in the use of most elements of the Microsoft Business suite is required.

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At FSN-9 level

Knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge, is required. An understanding of US Federal and USAID Acquisition Regulations, and/or knowledge and understanding of how to execute and administer a complex acquisition portfolio, and/or the ability to quickly gain such understanding, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. A basic understanding of markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is desirable.

The potential to acquire the ability to plan and administer acquisition activities, and provide acquisition assistance and support for Agency programs and projects in a timely manner, is required. The potential to gain the ability to apply contracting regulations, procedures, and policies to individual acquisition and assistance programs is required. And, an ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required. Fully functional in Windows, MS Outlook, word processing, and spreadsheet software; fully functional in using the internet to solve problems and research information, such as regulatory guidance.

Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.

SELECTION PROCESS AND ADDITIONAL CRITERIA

USAID aims to hire an individual at the full performance level (FSN-11), therefore, those who meet all qualification requirements will have preference over those qualifying for FSN-10 and FSN-9 only. It is essential that candidates address the required qualifications above in the application. Only the top candidates will be contacted for interview and testing. Current employees serving a probationary period are not eligible to apply.

INSTRUCTIONS FOR APPLICANTS

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

1) A cover letter which specifically addresses each of the selection criteria. This cover letter must be submitted in English. The cover letter should provide more details about how the applicant's skills and prior

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experience make him/her qualified for the position. Applicants who do not include this information in their applications will not receive further consideration;

2) Completed and **SIGNED** Federal form OF-612: this form is mandatory and is available at USAID website: <http://www.usaid.gov/madagascar/work-with-us/careers> and at US Embassy Consular Service entrance (opposite to "Leader Price"), Route Digue, Lot 207 A, Point Liberty, Andranoro Antehiroka, Antananarivo;

3) Curriculum vitae (CV);

4) Photocopies of relevant education degrees and certificates demonstrating that the applicant meets the minimum requirements. Applicants are encouraged to submit photocopies. Originals will not be returned;

5) Applicants are required to provide at least three (3) references with complete contact information, including E-mail address and telephone numbers, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's cover letter. The interviewing committee will delay such reference check pending communication with the applicant.

CLEARANCES

The selected individual must medical and security clearances before starting work. USAID/Madagascar will assist in this matter.

PROMOTION

This position is designated as a ladder position, beginning at FSN-9 and ending at FSN-11. Promotion to the advanced trainee level (FSN-10) or target FSN-11 grade level is not automatic and requires that the Specialist successfully completes mandatory training, meets agreed-upon objectives and milestones, and performs at the Fully Successful (or equivalent) level. Employees hired at any of the trainee levels must be able to progress to the higher trainee (FSN-10) or full grade (FSN-11) level within the required time (2 years to each step), and failure to achieve that higher level of performance may be the basis for dismissal.

APPLICATION CLOSING DATE

Submit your application by **12:00 pm, April 18, 2014** to:

USAID/ Madagascar
EXO/HR
Lot 207A, Point Liberty (Route Digue)
Andranoro, Antehiroka
Antananarivo 105 Madagascar

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or to the following e-mail address: AntananarivoUSAIDHR@usaid.gov
Attachments to your e-mail should be in Adobe Acrobat Reader format (.pdf).

Please mark the envelope or the e-mail subject line with "PERNOT 2014-05".

TO BE CONSIDERED, applications must include ALL the required documents and information, and be received at USAID Office by the above deadline.

EEO/AA: USAID IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND 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.