

U S A I D / M A D A G A S C A R
P E R S O N N E L N O T I C E

USAID PER. Notice No. 2014-10
September 22, 2014
Page 1 of 5

TO: ALL INTERESTED CANDIDATES

SUBJECT: RECRUITMENT FOR ONE "ACQUISITION AND ASSISTANCE ASSISTANT"
WITHIN USAID/MADAGASCAR CONTRACTING OFFICE

METHOD OF EMPLOYMENT: TWELVE (12) MONTHS PERSONAL SERVICES CONTRACT
RENEWABLE, SALARY EQUIVALENT TO GRADE FSN-8

APPLICATION CLOSING DATE: 12:00 PM, FRIDAY, OCTOBER 24, 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 Assistant with the Office of Contracting. The contract is for an initial period of one (1) year subject to renewal based on annual performance review, continuing need for the services, and availability of funds.

BASIC FUNCTION OF THE POSITION

The Acquisition and Assistance (A&A) Assistant is responsible for performing various contracting functions in order to facilitate procurement of services and commodities for USAID/Madagascar (Program and OE-funded).

I. Administrative Responsibilities

- a. Maintain a tracking system on all actions performed by the contracting office by keeping track of all incoming, assigned, in process, completed and pending contracting transactions.
- b. Lead the streamlining, consolidation and management of the Contracting Office hard copy and electronic files:
 1. Organize, maintain and update all contracting folders (hard copy and electronic version) by ensuring that all pertinent information on active contracts, grants, agreements, task orders, PASAs and purchase orders are properly scanned (using ASIST) and recorded in accordance with the Agency policy. Regularly cleans archive electronic folders;
 2. Organize and maintain central awards (IQCs), references, administrative and regulation files in Contracting Office directory. Ensure that file management complies with ADS and other federal record management requirements;
 3. Process close-outs as required: when doing this, the incumbent will need to create and manage a central system to keep track of the actions through the various necessary steps of the close-out until the files can be officially closed. Ensure compliance with US government requirements for close-out procedures. Removes and seals all closed-out files. Coordinate with C&R and sends boxes to the warehouse for storage;

U S A I D / M A D A G A S C A R
P E R S O N N E L N O T I C E

USAID PER. Notice No. 2014-10
September 22, 2014
Page 2 of 5

4. Coordinate and track the Annual Contractor Performance Report (CPR) process, assisting Contracting Officer's Representatives (COR) with their technical data input;
 5. Maintain the list of the Mission CORs/AORs and records demonstrating their compliance with FAC-COR Certification requirements;
 6. Provide support in collecting, analyzing and presenting data for Quarterly Financial Reviews (QFRs);
 7. Timely respond to USAID/Washington data calls.
- c. Coordinate and submit, to the appropriate office, time and attendance records for the office.
 - d. Provide other administrative support to the Contracting Office personnel, such as, scheduling meetings and booking rooms, submitting access requests and escorting visitors, ordering expendable supplies, etc.

II. Procurement responsibilities

- a. Collect information from the Strategic Objectives (SOs) Team Leaders and support offices, and consolidate it into the Mission procurement plan for the Fiscal Year. The procurement plan shall be maintained and updated at least quarterly.
- b. Perform all program and OE-funded procurements using Simplified Acquisition Procedures, including reviewing the requisitions and ensuring completeness of necessary technical information and availability of funds, when necessary, obtaining technical specifications and cost estimates, and finding sources of commodities and/or services. Prepare and publicize requests for quotations.
- c. Review quotations personally or in coordination with a selection committee to make a recommendation for the best value, by taking into consideration the price, the quoter's technical qualifications and past performance. Communicate with quoters to request clarifications and conduct negotiations if necessary.
- d. Draft purchase orders and related negotiation memoranda, and process the actions in GLAAS. Draft and issue modifications to these purchase orders, as necessary.

REQUIRED MINIMUM QUALIFICATIONS AND SELECTION CRITERIA

A. EDUCATION

Completion of secondary school with some collegiate or post-secondary studies in business administration, management, accounting, finance, law, or marketing is required.

U S A I D / M A D A G A S C A R

P E R S O N N E L N O T I C E

USAID PER. Notice No. 2014-10
September 22, 2014
Page 3 of 5

B. PRIOR WORK EXPERIENCE

Three or more years of progressively responsible administrative experience which includes some procurement, finance, marketing, accounting or other related responsibility.

C. KNOWLEDGE

Knowledge of public and/or private-sector business practices, or the ability to quickly gain such knowledge. An understanding of U.S. Federal and USAID Acquisition Regulations, and/or knowledge and understanding of how to execute and administer procurements, and/or the ability to quickly gain such understanding. A good understanding of markets pertaining to program/project/activity requirements for services and commodities. Knowledge of contract filing requirements.

D. SKILLS AND ABILITIES

- Ability to comprehend and expertize to effectively apply a specialized body of regulations and guidelines governing USAID direct contracting and assistance documents.
- Demonstrated skills in prompt, precise filing of technical documents and maintaining files in accordance with policies and regulations.
- Ability to plan and administer acquisition activities, and provide acquisition assistance and support for Agency programs and projects in a timely manner.
- Fully functional in Windows, Gmail, word processing, spreadsheet software, and other various applications and databases; fully functional in using the Internet to effectively conduct market research and research information, such as regulatory guidance.
- Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail.
- Ability to work independently calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain effective working relationship with colleagues within the office and in other Mission offices.
- Ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS throughout all phases of the procurement process.

E. LANGUAGE PROFICIENCY

English language (level IV): Fluent professional level speaking, reading and writing in English is required. At this level, an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate Malagasy and/or French language into precise and correct English, and English into French. On occasion, this may require acting as an interpreter in situations where considerable importance attaches to proper word meaning.

U S A I D / M A D A G A S C A R

P E R S O N N E L N O T I C E

USAID PER. Notice No. 2014-10
September 22, 2014
Page 4 of 5

French languages (level III): Good working knowledge in French. At this level the applicant is required to have a good working knowledge of both written and spoken French. The applicant should be able to read and understand regulations, operating instructions, memoranda, and related material concerning the field of work, to prepare correspondence and standardized reports as required, and to communicate effectively with French speaking partners and the general public.

ADDITIONAL SELECTION PROCESS AND CRITERIA

- This vacancy is open to all interested candidates. Non-Malagasy candidates must have the required Malagasy work and residency permits to be eligible for consideration.
- It is essential that candidates address the required qualifications above in the application.
- Current US Government (USG) 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, in English, which specifically addresses each of the selection criteria. The cover letter should provide more details about how the applicant's skills and prior 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), in English, with your telephone number and e-mail address;
- 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 OF-612 form. The interviewing committee will delay such reference check pending communication with the applicant.

U S A I D / M A D A G A S C A R
P E R S O N N E L N O T I C E

USAID PER. Notice No. 2014-10
September 22, 2014
Page 5 of 5

CLEARANCES

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

SALARY

The position is classified at FSN-8 Grade. Salary will be paid in accordance with USG Local Compensation Plan. Based on the selected candidate's experience, and at the discretion of USAID/Madagascar, s/he may be hired at FSN-7 "trainee" level for the first year of employment. After one year, promotion to FSN-8 will be subject to successful performance. Promotion to the target FSN-8 grade level is mandatory, and failure to achieve the required level of performance is a basis for dismissal.

APPLICATION CLOSING DATE

Submit your application by **12:00 pm, October 24, 2014** to:

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

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

- a) If you submit your application physically, please mark the envelop:
"PERNOT 2014-10"
- b) If you submit your application electronically, please put as subject:
"PERNOT 2014-10 [your name]"

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.