



## U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT NUMBER – **2017-08**

**OPEN TO:** **All Bangladeshi Interested Qualified Candidates**

**POSITION:** **Acquisition and Assistance Specialist, FSN-11**

**OPENING DATE:** **February 26, 2017**

**CLOSING DATE:** **Open until filled**

**WORK HOURS:** Full-time; 40 Hours/5 days per week

**SALARY:** **FSN-11** (Salary approx. Tk. 1,96,500 per month)

**Depending on qualifications and experience,  
Incumbent may be hired at a trainee grade (lower  
than the position grade)**

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Acquisition and Assistance Specialist** in the Office of Acquisition and Assistance (OAA).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.

**NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.**



**BASIC FUNCTION:**

The Acquisition and Assistance Specialist is located in the Office of Acquisition and Assistance, Dhaka, Bangladesh (OAA/Dhaka). The function of the Office is to provide Acquisition and Assistance (procurement) support to Mission Development Objective Teams and the support offices. The primary purpose of this position is to provide expert advice on every aspect of the A&A process, from conception of award (i.e., contracts and assistance instruments), through soliciting, negotiating, and contracting the award, administering the award, to final close-out of the award. The Specialist will review and recommend approval or revision of Acquisition and Assistance Requisitions; review and recommend clarifications to Scopes of Work (SOW), Statement of Objectives (SOO) and Project Descriptions (PD) and other forms of requirement documentation; perform complex cost and price analysis; analyze proposals, applications, and/or quotes received; review contracts, agreements, grants, and contracts and agreement modifications; analyze proposed contractor and implementing partner budgets; recommend inclusion or exclusion of contract clauses and agreement standard provisions; write Memoranda of Negotiation; and, prepare other required documentation. The Specialist maintains up-to-date contract and agreement files, prepares Contractor Performance Reports, and supports award closeouts. The Specialist provides guidance on related administrative award modifications. The Specialist is responsible for carrying out day-to-day activities in an independent manner.

**NOTE: This position represents the full performance level of a career ladder, beginning at FSN-09. Attainment of this grade level represents that the Specialist has successfully completing substantial training, met agreed-upon objectives and milestones, and has performed at the Fully Successful (or equivalent) level of the FSN-10 position for at least one year (52 weeks). At this level, it is anticipated that the Specialist will play a significant role in mentoring lower-level trainees, and others, by identifying knowledge gaps and training needs.**

**MAJOR DUTIES AND RESPONSIBILITIES:**

a. The Specialist provides professional-level procurement planning advice and guidance to designated clients, including 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 organizations/partners, competitive issues, and socioeconomic issues, and identifies and constructs appropriate contract and/or assistance instruments. Negotiations with the clients are to ensure acquisition plans are current, have appropriate milestones, and related schedules.



b. The Specialist reviews Requisition packages requesting acquisition/assistance for major and complex programs/projects and/or services. The Specialist analyzes requirements, and reviews 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. The Specialist ensures that necessary Mission clearances have been obtained, and that waivers, deviations, and other supporting documentation are complete. The Specialist 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 solicitation. The Specialist develops the solicitation documentation in accordance with all appropriate regulations, selects and includes correct required clauses or standard provisions, and transmits solicitations for proposal using Internet-based technology. The Specialist responds to offeror questions during the proposal or application 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 counterparts 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 with significant political and/or legal implications.

c. The Specialist evaluates applications and proposals for responsiveness to particular solicitations, and documents the relative strengths and deficiencies of each proposal. The Specialist guides Development Objective teams in the practice of 'best value' selection, and in performance-based technical approaches. The Specialist 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 or agreements. 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, recommends the establishment of the competitive range and presents documentation for signature to the 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 all USAID requirements on eligible geographic sources, and that salary structures are consistent with Agency policy; and, identifies circumstances that may require a waiver or deviation. The Specialist coordinates issues of technical weakness and excessive cost with the DO Team prior to commencement of negotiation. The Specialist 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; and conducts extensive negotiations on cost and technical issues prior to contract award, presenting USAID issues of concern, and persuades offerors to upgrade technical deficiencies and reduce costs where appropriate. The Specialist requests submission of Revised Final Proposal, and prepares appropriate



contract or assistance instruments for award. The Specialist coordinates the last stages of selection with the technical evaluation committee(s). The Specialist negotiates and prepares awards including contracts, grants, and cooperative agreements with US-based and indigenous Private Volunteer Organizations (PVO) and Non-Governmental Organizations (NGO), colleges and universities, and other non-profit organizations. The Specialist analyzes transactions to ensure compliance with Agency cost-sharing and registration policies, as well as local laws governing status. The Specialist coordinates contracting activities with other government agencies, frequently negotiating and drafting interagency agreements. The Specialist presents award recommendation of the proposed contractor/recipient to the Contracting Officer, with all the appropriate supporting documentation, including the development of appropriate performance indicators, in conjunction with the DO team. The Specialist organizes and conducts orientation meetings with the selected contractors, to ensure that mobilization efforts will be conducted efficiently, and that all terms and conditions of the procurement instruments are clear and well-understood by all parties. The Specialist provides support for the debriefing 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 OAA/Dhaka at performance-related meetings held by clients; assists clients to develop appropriate indicators for work plans and contract documents; ensures contractor is 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. The Specialist supports recommendations with detailed analysis of each cost, category, or element as necessary. The Specialist prepares necessary documents to resolve all aspects of audits, questioned or ineligible costs, and accounting issues. The Specialist presents documentation to the Contracting or Agreement 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. The Specialist 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. The Specialist ensures that contracts nearing annual anniversaries or final completion have a completed performance report from the Contracting Officer Representative/Agreement Officer Representative (COR/AOR), and submits reports to the Contractor for comment.

f. Provides guidance and mentoring to junior-level staff, trainees, procurement technicians, and file clerks on basic principles of Federal 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 and/or his/her designee on critical procurement issues, or on the effect



of new or revised US or host-country requirements. The Specialist attends key Mission meetings on behalf of the OAA/Dhaka, as assigned.

The Specialist performs other duties as assigned or required.

The incumbent is responsible for operating USAID information systems and information security to a level of “Separation of Duties”, “Individual Accountability” and “Need to Know” as defined in ADS 545.3.2.1 and also below:

**Separation of Duties** - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

**Individual Accountability** - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

**Need to Know** - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

## **QUALIFICATIONS REQUIRED**

**Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.**

- 1. Education:** Possession of a Bachelor’s Degree or the host-country equivalent formal education in a relevant field, such as business administration, economics, finance, marketing, commerce, accounting, international trade, industrial management, law or other related field is required. *(You must attach a copy of your certificate along with your application form.)*
- 2. Prior Work Experience:** Three to four years of progressively responsible, professional acquisition and assistance experience with an international development agency.



- 3. Knowledge:** Expert level knowledge of acquisition and assistance regulations and procedures and understanding of how to execute and administer a complex 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 markets pertaining to program and project 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. To have knowledge of US Federal Acquisition Regulation is good but not mandatory.
- 4. Skills and Abilities:** The ability to plan and administer large 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 Bangladeshi business community, and with colleagues in other USAID Missions and host government is required.
- 5. Language Proficiency:** Level IV (Fluent) English proficiency, both oral and written, is required. English Language proficiency will be tested.

**ADDITIONAL SELECTION CRITERIA:**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. The candidate must be able to obtain and hold a local security certification.

*NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted or reassigned to a new position must have approval from a supervisor to apply.*

3. Current employees serving a probation period are not eligible to apply.

**HOW TO APPLY:** Applicants must submit the following documents either by regular mail (postal service) or deliver by hand to the South barrier of the U.S. Embassy to be considered. Failure to do so may result in a determination that the applicant is not qualified.



1. Filled up application form. The application forms are available on our website <http://www.usaid.gov/bangladesh/work-with-us/careers>; and in the below link: [Application Form AID-302-3](#)

2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

**All Bangladeshi applicants must complete the application form and must attach the following documents; if you do not attach the below mentioned documents, your application will be considered incomplete and will not be processed further:**

- I) A passport size photograph (taken within six months), and;**
- II) A copy of Passport or Voter ID or Driver's License, and;**
- III) A copy of educational or trade school certificate as required.**

**Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.**

**WHERE TO APPLY:**

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission in Dhaka 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.

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