



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

Date: October 18, 2008

VAC No: USAID/306/09/02/OAA

United States Agency for International Development (USAID) Afghanistan is inviting applications for the position of **Acquisition & Assistance Specialist** (2 positions) - Office of Acquisition and Assistance.

A. JOB SUMMARY: The Acquisition & Assistance Specialist should be able to perform the full range of pre-award and post-award duties applying acquired procurement skills and knowledge involving acquisition and assistance actions to accomplish program objectives for United States Agency for International Development/Kabul, Afghanistan. S/he assists USAID Afghanistan Strategic Objective Teams (SOTs) with achieving implementation results. These actions consist primarily of professional technical services and assistance by applying high-level acquisition and assistance knowledge, skills and abilities while working independently on activity design and other acquisition and assistance related assignments. The types of procurements include contracts, grants, cooperative agreements, etc. The incumbent assists the Contracting Officers in developing and administering the annual Procurement Plan. As part of the procurement planning, the incumbent will maintain awareness of market conditions including price and availability. As necessary, s/he will assist the technical offices in re-writing statements of work, program descriptions, and/or specifications in coordination with the Contracting Officers. Must develop proficiency in the use of the U.S. Government contract writing system and attend all necessary training sessions. Performs other related functions as assigned by the supervisor.

B. EVALUATION/SELECTION CRITERIA: Candidates will be evaluated and ranked based on the following selection criteria:

1. **QUALIFICATIONS:** (25 Points) Bachelor's degree preferably in a field related to Accounting, Law, Economics or Business Administration.
2. **EXPERIENCE:** (40 Points) Four to six years of progressively responsible experience in acquisition/assistance, accounting, negotiations or related fields required.
3. **LANGUAGE:** (15 Points) Excellent communication skills in English and local languages (both written & oral) are required.

KNOWLEDGE, ABILITY AND SKILLS: (20 Points) Good knowledge of host government procurement rules, as well as knowledge of how commercial businesses and nonprofit organizations (NGOs) are motivated and operate to include marketing, accounting and administrative systems, indirect costs, and profit objectives. Ability to interpret and explain a variety of acquisition procedures and technical requirements, and skill to make independent evaluations concerning contractor compliance with requirements and to negotiate pre-award or post-award contractual actions. Ability to function well in team. Excellent inter-personal and computer skills (MS Office) required.

COMPENSATION PACKAGE

Position is classified at the Grade Level: FSN- 11. However, selected incumbent will be hired initially at FSN 8/9 due to the mandatory training courses which need to be completed prior to the incumbent's full performance level. Starting salary and grade will be determined on the basis of qualifications, work experience and/or previous/current salary history. It is the policy of

the United States government to ensure equal employment to all persons without regard to race, color, religion, sex, national origin, age, disability or sexual orientation.

HOW TO APPLY

Interested candidates can either drop their applications (complete C.V along with a cover letter) at the box placed in the counter of Executive Office Secretary or send it to the mailbox aa0902@usaid.gov. Closing date for submitting application is **November 06, 2008**. Applications without USAID employment form will not be entertained. The Employment Form is available in USAID Website: <http://afghanistan.usaid.gov> and download part of ACBAR website. Please note that only short listed candidates will be notified.

**USAID IS AN EQUAL OPPRTUNITY EMPLOYER
ALL ETHNIC GROUPS AND BOTH
GENDERS ARE URGED TO APPLY**