



USAID | SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-10-001(Juba)

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.

POSITION: Acquisition Specialist (2 positions)

OPENING DATE: Monday, December 7, 2009

CLOSING DATE: Monday, December 21, 2009 - max. 4:30 p.m.

WORK HOURS: Full-time; 40 hours/week

SALARY & GRADE: Trainee Grade FSN-9 (full performance level FSN-11 within a period of 2-3 years)
US Citizens: GS 9 based on salary history (Resident Hire)

In-house candidates must apply through their supervisors.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

USAID/Sudan is seeking two qualified individuals for positions of Acquisition Specialist in the Contracting Office at the USAID Sudan office in Juba.

BASIC FUNCTION:

The USAID Sudan Acquisition and Assistance Office (AAO) provides procurement support to the USAID Sudan development assistance programs. USAID currently works in the areas of Democracy and Governance, Economic Growth, Education and Health. These programs are implemented through legal agreements with US companies, non-profit organizations and international non-governmental organizations. The AAO currently manages and administers approximately 40 legal instruments consisting of contracts, grants, and cooperative agreements. The overall value of these instruments approaches 1 Billion US dollars.

The successful candidates will be trained to be professional Acquisition & Assistance Specialists and work as part of a team which is responsible for managing all of the procurement functions of the USAID Sudan Field Office (SFO). He/She will assist the Supervisory Contracting Officer and the Deputy Contracting Officer who are responsible for procurement management for all USAID Sudan programs. The individual will be also be assigned as member of one or more technical teams to provide procurement guidance. The incumbent shall, when fully trained, be able to perform independently in programs requiring complicated and sensitive contracting operations. In this portfolio, most of the acquisition and assistance processes involve complex, multi-million dollar contracts, grants and cooperative agreements requiring substantial administration. The Acquisition Specialists shall be expected to learn and apply a broad range of highly specialized acquisition and assistance skills and techniques in order to function effectively in the position. The acquisition specialists play a key role in negotiating, administering, and modifying various types of contracts and agreements for the acquisition of services, equipment, supplies, and other needs for various USAID

projects. While not a warranted Contracting Officer, the incumbent will develop specialized procurement knowledge by performance on the job, on the job training and completing a series of US Government specific procurement training courses in order to reach the full performance level and rise to the level of FSN 11 within a period of 2-3 years.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

-- **Education (20 points):** A University degree is required, e.g. business administration, economics, finance, marketing, commerce, accounting, international trade, industrial management, or law. Other degrees will be considered based on superior academic achievement. Specialized training in USG and USAID acquisition is an added plus, but will also occur after employment

--**Prior Work Experience (20 points):** 3-5 years procurement/contract management or 5-8 years in business, accounting, banking, or a law environment.

--**Language Proficiency: (30 points. This will be tested)**

	Speaking	Reading	Writing
English:	Fluent	Fluent	Fluent

--**Skills (30 points)**

- Excellent communication and people skills demonstrated in order to negotiate multi-year, multi-million dollar contracts or other instruments and perform day to day administration functions while liaising between the technical teams and project implementers. Success working as a team member is a must.
- Excellent analytical skills in a field such as accounting or math, sound judgment in interpreting rules and regulations, evaluating bids and offers, and conducting cost and price analysis on bid proposals and budgets.
- Excellent Computer skills including MS Word and Excel are required in order to draft various procurement related documents.
- Excellent interpersonal skills to deal effectively with various officials, usually with highly divergent points of view. Diplomacy and tact in setting forth ideas, constraints, or courses of action.
- Attention to detail is required. The work involves reading, researching, writing and interpretative skills.

SELECTION PROCESS:

--Applicants must be eligible for appointment under local government laws and regulations.

--Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
--Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.

ADDITIONAL SELECTION CRITERIA:

1. Current employees serving a probationary period are not eligible to apply.
2. Current Ordinary Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their recent Employee Performance Report are not eligible to apply.
3. US Citizens may apply as a "Resident Hire personal services contractor" but no preference will be given unless the candidate is a veteran. Resident Hire USPCS are only entitled to limited benefits including contributions toward FICA taxes, health, and life insurance.

TO APPLY: Interested individuals for this position should submit the following to either USAID Khartoum or USAID Juba or the application will not be considered:

US Citizens: An application form for Federal Employment, OF 612 and a CV with three contactable references in an envelope marked "Job Announcement VA 10-001(Juba) - Acquisition Specialist to either the USAID EXO/Human Resources Office in Khartoum or Juba.

- OR -

FSNs: Application form for Federal Employment or A resume/Curriculum Vitae (C.V.) containing documented education and work experience, three contactable references, proof of education requirements, copies of certificates and awards that address the requirements of the position as listed above. Applications also may be submitted through e-mail at the given e-mail address below.

POINT OF CONTACT:

Human Resources Office

USAID - Khartoum

Telephone: 83-268755 Ext. 1037.

E-mail: khartoumusaidhr@usaid.gov. (Submission of applications and supporting documentation via e-mail must include the Vacancy Number and Position Title on the subject line).

DEFINITIONS

Ordinarily Resident (OR): A Sudanese citizen or a citizen of another country whose primary residency is Sudan and who has the required work permit for employment in Sudan.

The US Mission in Sudan is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs