USAID | AFGHANISTAN
FROM THE AMERICAN PEOPLE

Issuance Date: June 18, 2012
VAC No: USAID/306/12/81/OAA

United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of **Cost, Price and Audit Specialist (two positions)** in the Office of Acquisition and Assistance (OAA).

BASIC FUNCTION OF THE POSITION:
Provides cost and pricing analysis for the Office of Acquisition and Assistance (OAA) for pre-award, post award and in support of audits. Responsible for providing timely response to audit findings/recommendations on behalf of the Office of Acquisition and Assistance (OAA) and in support of the Office of Financial Management. Follows-up to ensure that corrective actions are executed in response to recommendations made by auditing USG offices and agencies including, but not limited to, Inspector General (IG) for Audit, Special Inspector General for Afghan Reconstruction (SIGAR), Defense Contract Audit Agency, General Accounting Office and private auditing firms. Serves as the primary point of contact in the Office of Acquisition and Assistance for audit responses to ensure coordination and standardization of response to audit findings as well as providing information to help facilitate ongoing audits and in the performance of cost and pricing analysis including proposed prices and overhead and indirect cost rates. Acts as OAA liaison and coordinates with the Office of Financial Management in Afghanistan as well as the Overhead, Special Costs and Contract Closeout Branch (OCC) and the Compliance and Oversight of Partner Performance Division (COPP) in Washington. As required, performs reviews of partner's documentation and systems in order to be able to provide comprehensive and fair determinations in response to audit recommendations and to verify that actions prescribed are implemented. Utilizing knowledge of ongoing and completed audits, works with USAID/OAA Compliance Team to ensure compliance reviews are better targeted and provide curative measures identified in audits and identify trends in audit and compliance findings.

MAJOR DUTIES AND RESPONSIBILITIES:

Pre-Audit **20%**

- The incumbent will work in close consultation with the Office of Acquisition and Assistance/Afghanistan (OAA) Office Director, OAA Supervisory Compliance Specialist and/or the Agreement/Contracting Officer (A/CO) as well as with the Office of Financial and Management Office (OFM) in the review and analysis of all awards for vulnerability, size, terms and conditions of the award in order to develop a recommended audit schedule to be forwarded to the Inspector General's (IG) team for their development of the Mission's Annual Audit Plans. Once the Mission's Annual Audit Plans are confirmed the incumbent will:
    - Establish and maintain the OAA's working audit files.
    - Prepare timely notification letters to the Contractors/Recipients once audits are initiated by the IG/Afghanistan.
    - Participate in the audit entrance conference on behalf of OAA
    - Serve as the OAA representative during any audit field work. Coordinates with OFM to respond to audit firm questions related to the terms and conditions of award instruments and in providing accurate and clear written interpretations of the federal regulations/policies, as well as Mission policies and guidance and sharing with the auditors any additional documentation which may be relevant to the progress of the audit.
    - Performs cost and pricing analysis in support of research for audits

Draft/Post Audit Report **40%**

- Upon receipt of the draft audit report from the IG or other audit organization, the Mission will have 21 to 30 days (typical but may be less) to respond with their position to the findings of the report. During this time the incumbent will disseminate this draft report to the prime (awardee) if applicable, as well as relevant staff and participate in the exit conference for this

audit with the prime, OFM, Audit firm, COR/AOR etc.

- The incumbent reviews and analyzes the draft and final audit reports, providing substantive written and oral comments and input to the Mission Audit Management Official, audit firms, Acquisition or Compliance Supervisor etc. The incumbent will:
    - Participate in internal meetings to discuss the final reports as required.
    - Make recommendations to the OAA's Office Director and A/CO, based on their analysis and research of the audit findings.
    - Provide written comments and communicate the A/COs decision to the OFM for incorporation into the preparation of the Mission Management Comments to IG (or other audit agency such as SIGAR or GAO).
    - As required, coordinate with OFM to perform reviews of partners' documentation and systems to assist the A/CO in making comprehensive and fair determinations in response to the audit recommendations and to further verify that actions prescribed by the A/CO are implemented.
    - Initiate correspondence and prepare official letters to the Contractors/Recipients communicating the A/CO's decision(s) including requests for corrective actions in response to the audit recommendations and coordinate with OFM the issuance of any bill of collections.
    - Provides assistance to A/CO in the disputes process and conducts research, performs cost and price analysis and prepare letters and communications as directed and necessary.
    - Follow-up with partners and OFM as applicable on the status of open recommendations and facilitates OAA action to resolve and close audit recommendations within the prescribed timeframe.
    - When appropriate, represents OAA in meetings with audit agency, contractor/grantee, auditing firms and USAID staff to resolve audit recommendations.
    - Prepare quarterly reports to the Supervisor and Office Director on the status of audits including issues, suggestions and trends identified.
    - Annually submit a detailed report of the accomplishments achieved during the prior fiscal year.
    - Follow up on audit recommendations, arranges for OFM or Compliance Team to perform financial/compliance reviews of selected applicants or contractors under new awards to verify that they have implemented remedies and developed systems to correct any internal control weaknesses that may have been raised in prior Mission's audits. The results of such reviews will inform the A/CO's determination of responsibility prior to issuance of any new awards.
    - Work closely with the Supervisory Compliance Specialist and Acquisition Specialists/Assistants to ensure that cost and price of awards are all consistent across the Mission's program.
    - Review Partners policies and procedures to ensure that these are consistent amongst Mission's partners.
    - Performs cost and pricing analysis in support of research findings for audits

Reports/Recommendations 20%

- Develops a comprehensive range of reporting to provide timely, detailed analysis of areas of weakness, non-compliance, and best practices identified by audits during internal and external reviews of OAA, program, USAID, contractor and grantee files.
    - Based on the collection of all relevant data and the analysis of this data, the reports should draw valid conclusions regarding the Mission's risk liability and include recommendations of corrective actions as appropriate. The incumbent should be able to effectively present and elaborate on findings and recommendations both in writing and orally to the Office Director, OAA and technical staff, senior staff, the Mission's Legal Advisor as well as partners' staff.
- Responds promptly to internal and external compliance-related concerns, recommending corrective actions as needed.

- Assists as needed with GAO, SIGAR, and RIG audits of compliance with
- Antiterrorism laws, regulations and policies on USAID/Afghanistan Mission on vetting by compiling and presenting the required documentation.
- Draft notices to Implementing Partners

Support to Acquisition Staff **20%**

Tasks under this element may include general Acquisition and Assistance Support as well as Mission's Program Planning Support as follows:

- Provide assistance to the A&A specialists in conducting detailed price and/or cost analysis to determine price reasonableness, accuracy and sufficiency.
- Analyzes cost proposals utilizing spreadsheet programs to forecast expected changes in labor or material costs and to understand assumptions made by offerors/applicants.
- Perform and substantiate cost analysis and communicate any findings to the A&A specialist or Supervisor so it may inform their negotiations strategy.

Assist the OAA staff and the Contracting/Agreement Officer in reviewing the government estimates in their final form to ensure that they are accurate, sufficient and that the suggested costs are in accordance with the acceptable and approved Government rates for similar cost elements.

EDUCATION: At least Bachelor of Accounting, Finance, Law or Business related degree is required.

EXPERIENCE: Must have at least three years experience in professional Accounting/Legal/ Procurement/Contracting/Auditing or other closely related work experience is required, preferably with the U.S. Government or another International Development Organization.

LANGUAGE: Level III (Professional working proficiency) English and Level IV (Fluent) Dari & Pashto are required. Strong English speaking, reading, and writing skills are required. Demonstrated ability to communicate effectively through oral presentations and briefings, written reporting and analysis, and information technology tools. Strong analytical and writing skills are necessary, specifically experience in the independent analysis, interpretation, and presentation of complex data in both oral and written form and in precise, accurate, clear, and complete formats

KNOWLEDGE, SKILLS AND ABILITIES: Advanced Working knowledge of USG Procurement Rules and Regulations, Familiarity with general accepted Government-Auditing Standards and/ or generally accepted Accounting principles. Exceptional interpersonal and Organizational skills are required. Ability to work in a team yet act independently when required. Demonstrated ability to apply analytical methods and techniques to identify and resolve complex issues related to auditing. Ability to define problems, collect data, establish facts and draft valid conclusions. Ability to read, analyze and interpret audits and government regulations. Ability to perform cost and price analysis. Ability to write reports, business correspondence, memoranda and procedure manuals. Ability to effectively present and defend information and positions as well as respond to questions. Good working knowledge of standard software such as MS Word, MS Excel, MS Outlook and other USAID Specific programs. Exceptional interpersonal and Organizational skills are required.

HOW TO APPLY

Applicants are required to submit an application package on the attached Employment Application Form along **with a cover letter of interest, which clearly describes individual's qualifications for this position, DS-174 form--and their CV** to USAID by e-mail to: AfUSAIDJobs@state.gov Subject line must be: (AA1281) or your application may not considered. The required application forms can also be downloaded from the two following websites:

1. USAID/Afghanistan: http://afghanistan.usaid.gov
2. Download part of ACBAR website: http://www.acbar.org

A strong and clear cover letter expressing reason for interest in the position and describing candidate's qualifications and contributions which they can provide to USAID's operations are required**.** The successful applicant must be able to obtain and retain the required USAID medical and security clearances. **Applicants who do not provide the required documents stated above and below shall not be considered. Closing date for submission of applications is July 01, 2012** (1630 hrs)**.** Please note that only short listed candidates will be contacted for an interview and written test.

Required Documents:

1. Cover Letter of Interest (including vacancy # of the position)
2. An up-to-date Resume/C.V
3. DS-174 form (to be filled out completely)
4. Updated references (3 referees contact info)

Note:

- ∅ Only Short-listed candidates will be notified.
- ∅ This vacancy is only open to Afghan Nationals.
- ∅ No in-person appointments or telephone calls will be entertained.
- ∅ Women are particularly encouraged to apply.

COMPENSATION PACKAGE

This position is classified at the FSN-10 Grade Level
If there are no (or less than four (4) candidates) who are fully qualified (i.e., who do not meet the minimum qualifications and requirements as specified in the Position Description), other candidates may be considered for the position at the career grade level, initially at the FSN 08/09 grade level. S/he will be promoted to the higher level, subject to:

a): Completing the requisite experience that is required for the selected candidate to reach the Project Management Specialist-Food for Peace's full performance level
b): Availability of the fund
c): And obtaining a bachelor degree

Starting salary will be determined on the basis of qualifications, work experience and/or previous salary history.

The United States government is committed to ensuring equal employment opportunity to all persons without regard to race, color, religion, sex, national origin, age, disability or sexual orientation.

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