



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

**Title:** Acquisition and Assistance Specialist  
**Open:** November 4, 2012  
**Closing:** September 30, 2013 (16:30 local time)  
**VA #:** USAID/306/13/05/OAA  
**Position Grade:** FSN-11

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

## **BASIC FUNCTION OF THE POSITION:**

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.

## **QUALIFICATIONS/EVALUATION CRITERIA:**

**Education:** Bachelor's degree in a relevant field, such as but not limited to, accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management is required. **(25 points)**

**Experience:** Three years of progressively responsible experience in relevant field, such as but not limited to, accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management is required. **(40 points)**

**Language:** Level IV (fluent) in English, Dari and Pashtu is required. **(15 points)**

**Knowledge, Abilities and Skills:** 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. **(20 points)**

## 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 and their CVs to USAID by e-mail to: [AfUSAIDJobs@state.gov](mailto:AfUSAIDJobs@state.gov)  
**Subject line must be: (AA1305).**

**Applicants who do not provide the required documents stated above shall not be considered. Closing date for submission of applications is September 30, 2013 (1630 hrs).** Please note that only short listed candidates will be contacted for an interview.

The required application forms can also be downloaded from the following websites:

1. USAID/Afghanistan: <http://afghanistan.usaid.gov>
2. Karyabee website: <http://www.karyabee.com>
3. Acbar website: <http://www.acbar.org>

## REQUIRED DOCUMENTS

1. Cover Letter of Interest (including vacancy # of the position)
2. An up-to-date Resume/CV
3. USAID Application Form (to be filled out completely)
4. A minimum of three (3) up-to-date references

### Note:

- Ø Only Short-listed candidates will be notified.
- Ø This vacancy is only open to Afghan Nationals.
- Ø Applications submission without the required USAID Employment Forms and supporting documents will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø **Women are particularly encouraged to apply.**

## COMPENSATION PACKAGE

**Position is classified at the Grade Level: FSN- 11.** However, candidates who do not meet the minimum requirements for the full performance (FN-11) level, may be hired initially at the FN 8,9 or 10 grade level due to the mandatory acquisition and assistance training courses and on-the-job training requirements. Movement to the next higher level will be based on completion of mandatory training courses and on-the-job training requirements for each level which will need to be completed prior to the incumbent's achievement of the next performance level and on the recommendation of the Supervisory Contracting Officer. 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.

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