

## **Position Description**

### **Acquisition and Assistance Specialist (FSNPSC - 10)**

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

The Acquisition and Assistance Specialist (Advanced Trainee) is located in the Office/Regional Office of Acquisition and Assistance, USAID/Nepal. The function of the Office is to provide Acquisition and Assistance (procurement) support to Mission Technical Offices and Development Objective (DO) and Assistance Objective (AO) Teams in the Mission and in any Regional Offices that may be supported by the Mission. The primary purpose of this position is to perform a variety of acquisition and assistance duties including writing grants, cooperative agreements, contracts, and other procurement instruments and preparing amendments in support of the Mission. The Specialist (Advanced Trainee) reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of scopes of work (SOW); drafts requests for proposal or quote; performs cost and price analysis; analyzes proposals or quotes received; drafts contracts and contract modifications; analyzes contractor-proposed budgets; recommends revisions to various contract provisions; writes Memoranda of Negotiation; and, prepares other required documentation. The Specialist (Advanced Trainee) maintains contract files and records up to date, prepares Contractor Performance Reports (CPRs), and supports award closeouts. The Specialist (Advanced Trainee) provides guidance related to administrative award modifications. The Specialist (Advanced Trainee) is responsible for carrying out day-to-day activities in an independent manner.

This position is a part of an established career ladder, beginning at FSN-09 and ending at FSN-11. Attainment of the full- performance grade is contingent on the Specialist successfully completing required training, meeting agreed-upon objectives and milestones, and performing in a Fully Successful (or equivalent) manner. Promotion to the target FSN-11 grade level is not mandatory, and failure to achieve that high level of performance may be the basis for dismissal.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

a. The Specialist (Advanced Trainee) is responsible for program/project/activity acquisition and assistance support for USAID/Nepal Technical Offices, DO and AO Teams, and any designated Regional clients. USAID programs are diverse and multi-sectoral. The Specialist is required to provide acquisition assistance to designated Technical Offices and/or DO/AO Teams, and to support a variety of programs/projects/activities. These programs/projects/activities are implemented through complex Government contracting and grant mechanisms, including but not limited to purchase orders, competitively negotiated technical assistance agreements, contracts, cooperative agreements, Participating Agency Service Agreements (PASA), and sole source contracts.

b. The Specialist (Advanced Trainee) is expected and required to select the appropriate procurement instrument type for the situation at hand, and to accurately apply USG procurement laws, regulations,

policies, and procedures governing each type of instrument. The advanced developmental nature of the assignment includes the acquisition of goods and various types of services. The Specialist (Advanced Trainee) must be equally familiar with the procedures for acquisition of goods, and for managing personal service and non-personal service contracting actions.

c. The Specialist (Advanced Trainee) is expected to work with technical specialists/activity managers in Technical Offices and DO/AO Teams throughout the Mission and the Region, assisting in the preparation of annual procurement plans, the development of clear and concise statements of work, and full supporting documentation. The Specialist (Advanced Trainee) must be able to provide authoritative technical guidance to technical specialists/activity managers, pertaining to their procurement-related responsibilities and procedures. Specific duties include:

Pre-Award Duties – the Specialist (Advanced Trainee) assists technical DO/AO Team personnel in the analysis of annual program plans, and advises on the selection of appropriate acquisition and assistance mechanisms to help achieve program objectives; assists technical personnel in the preparation of required descriptions of proposed activities, including statements of work, specifications, and activity descriptions; prepares pre-solicitation documents and clearances, including determinations, justifications, synopses, and solicitations and, reviews GLAAS Requisitions (REQs) for completeness and clarity. The Specialist (Advanced Trainee) advises on the adequacy of evaluation criteria, proposed contracting mechanisms, the extent of advertising required, and any other required terms and conditions. In coordination with Technical Offices and/or representatives of host-country governments, the Specialist (Advanced Trainee) evaluates and analyzes bids and proposals, ensuring compliance with evaluation criteria. The Specialist (Advanced Trainee) assists in the development of pre-negotiation costs or programmatic objectives, in conjunction with the Contracting/Regional Contracting Officer and/or his/her designee, technical personnel, and others; recommends the competitive range, and negotiates with potential awardees; documents negotiations in writing; assists in technical and cost evaluations; recommends the selected contractor and prepares contract files, to include making required certifications and determinations necessary for each procurement action: and, prepares award documents that accurately reflect all discussions and provisions relevant to the type of award mechanism to be implemented.

Post-Award Duties – The Specialist (Advanced Trainee) monitors performance as required by the terms and conditions of the award, through review of performance and review of financial reports; manages the assigned portfolio; assures that funding is available when required; and, works with DO/AO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the program/project/activity are met; conducts site visits and attends meetings; and, provides guidance to technical personnel and assists in programmatic duties as required to avoid contractual/legal improprieties. The Specialist (Advanced Trainee) assists the CO/RCO with issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

d. The Specialist (Advanced Trainee) conducts closeouts of contracts, grants, and cooperative agreements after completion; closeouts include ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

Performs other duties as assigned or required.

## QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

Education: Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, economics, organizational management or a social science is required. NB: Additional education may NOT be substituted for Experience.

b. Prior Work Experience: Four or more years of progressively responsible experience in acquisition and assistance, development assistance, or a closely related field is required. As this position is part of a recognized and established career ladder, a minimum of one year of this experience must have been gained working in a USAID Contracting/A&A Office at no less than the next lower grade level. NB: Additional experience may NOT be substituted for Education.

c. Post Entry Training: The Specialist (Advanced Trainee) will be provided formal training; successful completion of all mandatory Federal Acquisition Certification courses leading to successful completion of Contracting (FAC-C) Level II, in accordance with a formal individual development plan (IDP), is required for progression to the FSN-11 level; along, with at least a Fully Successful or equivalent performance evaluation. In addition, the Specialist, as an advanced Trainee will be provided other formal and/or on-the-job training as considered appropriate, based on availability of course offerings, and availability of funds.

d. Language Proficiency: Level IV (Fluent) English and Nepali, both oral and written, is required.

e. Job Knowledge: Knowledge of public and/or private-sector business processes is required. At this level, knowledge of US Federal and USAID Acquisition Regulations, or knowledge and understanding of how to execute and administer an 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 Regional markets pertaining to program and project requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is desirable.

f. Skills and Abilities: The ability to plan and administer 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 assigned acquisition and assistance programs is required. An ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required. Skill in the use of most elements of the Microsoft Business suite is required.

Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.