

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST	2. AGENCY	3a. POSITION NO.
DAR ES SALAAM	USAID	9122-02 (357672100043-11)
3b. SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces
 Position No.: _____ Title: _____ Series: _____ Grade: _____

b. New Position

c. Other (explain): **This position represents the target grade in an approved Career Ladder, and may be filled only by a candidate who is able to immediately perform as described in Section 14, below, and fully met all requirements for the job as outlined in Section 15, below.**

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:	Acquisition and Assistance Specialist (Full Performance FSN-11); FSN-0810	FSN-11	<i>Stephanie L. Robinson</i>	HR Specialist HCTM/OHCI 12/20/18
b. Other:				
c. Proposed by Initiating Office:				

6. POST TITLE POSITION (if different from official title) Acquisition and Assistance Specialist	7. NAME OF EMPLOYEE
8. OFFICE/SECTION:	a. First Subdivision:
b. Second Subdivision:	c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION

<p>9. This is a complete and accurate description of the duties and responsibilities of my position.</p> <p style="text-align: right;">Date (mm-dd-yy)</p>	<p>10. This is a complete and accurate description of the duties and responsibilities of this position.</p> <p style="text-align: right;">Date (mm-dd-yy)</p>
<p>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</p> <p>Ayana Angulo, Contracting Officer</p> <p style="text-align: right;">Date (mm-dd-yy)</p>	<p>12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</p> <p style="text-align: right;">Date (mm-dd-yy)</p>
<p>Typed Name and Signature of EMPLOYEE</p> <p style="text-align: right;">Date (mm-dd-yy)</p>	<p>Typed Name and Signature of SUPERVISOR</p> <p style="text-align: right;">Date (mm-dd-yy)</p>
<p>Typed Name and Signature of SECTION CHIEF or AGENCY HEAD</p> <p style="text-align: right;">Date (mm-dd-yy)</p>	<p>Typed Name and Signature of Executive Officer</p> <p style="text-align: right;">Date (mm-dd-yy)</p>

13. BASIC FUNCTION OF POSITION

The Acquisition and Assistance Specialist is located in the Office/Regional Office of Acquisition and Assistance, USAID/Tanzania. The function of the Office is to provide Acquisition and Assistance (procurement) support to Mission Technical Offices and to 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 review and recommend approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); review and recommend approval or revision of Scopes of Work (SOW); perform complex cost and price analysis; analyze proposals and/or quotes received; review contracts and contract modifications; analyze contractor-proposed budgets; recommend revisions to various contract provisions; write Memoranda of Negotiation; and, prepare other required documentation. The Specialist maintains up-to-date contract files, prepares Contractor Performance Reports (CPR), and supports award closeouts. As required, the Specialist provides guidance to client Missions in the Region on related administrative award modifications. The Specialist is responsible for carrying out day-to-day activities in an independent manner.

This position represents the full performance level of a career ladder, beginning at FSN-09. Attainment of this grade level represents that the Specialist has successfully completed substantial training, met agreed-upon objectives and milestones, and has performed at the Fully Successful (or equivalent) level. At this level, it is anticipated that the Specialist will play a significant role in mentoring lower-level trainees, and others, by identifying knowledge gaps and training needs.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

a. The Specialist provides professional-level procurement planning advice and guidance to USAID/ Tanzania Technical Offices, DO and/or AO) Teams, and any designated Regional clients, including advice on procurement policy and procedures in the design and implementation of Mission activities. The Specialist coordinates the development of procurement objectives for assigned portfolios in terms of potential implementing partner (IP) organizations, competitive issues, and socioeconomic issues, and identifies and constructs appropriate contract and/or grant instruments. Negotiations are to ensure acquisition plans are current, have appropriate milestones, and related schedules are adequate.

b. The Specialist reviews GLAAS Requisitions (REQs) requesting acquisition/assistance for major and complex programs/projects/activities and/or services. The Specialist analyzes requirements, and determines instrument selection or procurement approach, if SOWs or other program descriptions are complete, and if the request meets FAR, ADS, AIDAR, and/or other Mission, Agency, or USG policies; ensures that necessary Mission clearances have been obtained, and that waivers and other supporting documentation are complete; recommends revisions regarding SOWs, budgets, classification of terms, reporting requirements, and any special conditions, and ensures that required performance indicators are developed and included in the initial Request for Proposal or Request for Application; and, develops solicitation documentation in accordance with all appropriate regulations, selects and includes correct required clauses, and transmits solicitations for proposal using Internet-based technology. The Specialist responds to offeror questions during the proposal submission phase; and, determines the need for, and prepares, clarifying amendments as required for solicitation documents. As necessary, the Specialist holds pre-bid or consultative meetings with partners to fully explain the Agency and counterpart's needs, and to discuss solicitation documents. The Specialist applies a high degree of judgment and analysis when deciding among and between competing and often conflicting regulations and objectives, where the activities involved include multi-million-dollar issues, often with significant political and/or legal implications.

c. The Specialist evaluates applications and offers for responsiveness to particular solicitations, and documents the relative strengths and deficiencies of each proposal; guides DO/AO Teams in the practice of 'best value' selection, and in performance-based technical approaches; and, obtains reports and references, ensuring that past performance of the offeror is relevant and of a high quality. The Specialist ensures that offerors have adequate management, accounting, personnel, and procurement systems, and appropriate corporate leadership, resources, and quality control systems to satisfactorily carry out contracts. The Specialist requests audit reports or pre-award surveys from the Office of the Inspector General, and/or the Defense Contract Audit Agency, and obtains clearance from the Department of Labor and/or the Small Business Administration on a variety of EEO and workplace issues. The Specialist analyzes cost proposals and technical scores from technical evaluation committees; and, based on the analysis, establishes the competitive range and presents documentation for signature to the Contracting Officer/Regional Contracting Officer. The Specialist performs analysis of cost issues, considering economic conditions and factors of material, labor, and transportation costs; examines cost and pricing data submitted by offerors, to substantiate direct and indirect costs and profit; determines reasonableness of costs submitted; ensures data provided is consistent with USAID requirements on eligible geographic sources, and that salary structures are consistent with Agency policy; and, identifies circumstances that may require a waiver. The Specialist coordinates issues of technical weakness and excessive cost with DO/AO Teams prior to commencement of negotiation; and, clarifies and, as necessary, instructs the members of the Team, host-country counterparts, and other Mission staff on the USAID

procurement process. The Specialist designs the negotiation strategy, identifies areas subject to negotiation, and consults with technical specialists concerning data submitted by offerors; conducts extensive negotiations on cost and technical issues prior to contract award, presenting USAID issues of concern, and persuading offerors to upgrade technical deficiencies and reduce costs where appropriate; requests submission of Revised Final Proposals, and prepares appropriate contract or grant instruments for award; coordinates the last stages of selection with DO/AO Teams and/or the technical evaluation committee(s); negotiates and awards grants and cooperative agreements with US-based and indigenous PVOs and NGOs, colleges and universities, and other non-profit organizations; analyzes transactions to ensure compliance with Agency cost-sharing and registration policies, as well as local laws governing status; and, coordinates contracting activities with other government agencies, frequently negotiating and drafting interagency agreements. The Specialist presents award decisions of ultimate contractor/recipient to the Contracting Officer/Regional Contracting Officer, with all the appropriate supporting documentation, including the development of appropriate performance indicators, in conjunction with DO/AO teams; and, organizes and conducts orientation meetings with selected contractors, to ensure that mobilization efforts will be conducted efficiently, and that all terms and conditions of procurement instruments are clear and well-understood by all parties. The Specialist provides support debriefings to unsuccessful offerors.

d. The Specialist monitors contractor performance in relation to the completion schedule required by the contract or assistance instrument; ensures timely submission of technical progress reports, making periodic visits to contractor work sites, and representing the Office at performance-related meetings held by other Mission Offices; assists any client Missions to develop appropriate indicators for work plans and contract documents; ensures contractors are fully compliant with performance standards contained in the Contract, and seeks corrective action in cases of non-compliance; expedites Change Orders or revisions when circumstances require; and, issues 'show cause' or 'cure notices,' and/or recommends termination of contracts for default or for convenience, and negotiates termination settlements.

e. The Specialist analyzes, and takes action to resolve, audit findings, such as cost items questioned or unresolved; supports recommendations with detailed analysis of each cost, category, or element as necessary; prepares necessary documents to resolve all aspects of audits, questioned or ineligible costs, and accounting issues; and, presents documentation to the Contracting Officer/Regional Contracting Officer for signature. The Specialist reviews completed (after full performance) contract files to determine that all contractual actions are satisfied, and that there are no pending administrative actions to be resolved; ensures that all file documents are signed, that there are no litigation actions pending, and that the contract is complete in every respect and ready to be closed; and, ensures that contracts nearing annual anniversaries or final completion have a completed performance report from the COR/AOR, and submits reports to the Contractor for comment.

e. The Specialist provides guidance and mentoring to junior-level staff, trainees, procurement technicians, and file clerks on basic principles of USG and USAID acquisition, general procurement management, procurement policy direction, new/changed procurement policies, etc., as required.

f. As required, the Specialist may be called upon to provide information and advice to the Contracting Officer and/or his/her designee on critical procurement issues, or on the effect of new or revised USG, USAID, or host-country requirements. The Specialist attends key Mission meetings on behalf of the Office, as assigned.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Possession of a Bachelor's 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, and/or organization and management is required. **NB: Additional education may NOT be substituted for Experience.**
- b. **Prior Work Experience:** Five or more or progressively responsible work in acquisition and assistance is required. As this position is part of a recognized and established career ladder, a minimum of two years of this experience must have been gained working in a USAID Contracting/A&A Office, with at least one year at the next lower, FSN-10, grade level. **NB: Additional experience may NOT be substituted for Education.**
- c. **Post Entry Training:** The Specialist must have previously successfully completed all mandatory Federal Acquisition Certification – Contracting (FAC-C) Level I and Level II courses in accordance with a formal individual development plan (IDP). Level III training will be provided, in person or on-line, over a period of time as a part of the continuing requirement for all A&A professionals to complete a minimum of eighty (80) Continuous Learning Points for every two-year period. In addition, the Specialist will be provided with formal or on-the-job training to keep abreast of changes in the ADS, FAR, CFR, OAA-Intranet, the AIDAR, and Office and Mission operating and administrative procedures. Off-site formal training, if considered necessary, will be provided based on availability of course offerings, and availability of funds.

- d. **Language Proficiency** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV (Fluent) English and local language proficiency (if appropriate), both oral and written, is required. Familiarity with additional languages in Office-supported countries is desired.
- e. **Job Knowledge:** Knowledge of US Federal and USAID Acquisition Regulations, and knowledge and understanding of how to execute and administer a complex acquisition and assistance 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 host-country and regional markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is required. Knowledge of business processes in public or private sectors is required.
- f. **Skills and Abilities:** The ability to plan and administer large acquisition activities, and provide adequate acquisition assistance and support for agency programs/projects/activities in a timely manner is required. The ability to apply governing contracting regulations, procedures, and policies to individual complex 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.
- g. 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.

16. POSITION ELEMENTS

- a. **Supervision Received:** The Acquisition and Assistance Specialist works under the general guidance of the Contracting Officer and/or his/her designee, who makes assignments in terms of the broad range of procurement actions the Specialist will perform. The Specialist works with considerable independence, initiating necessary coordination with requesting Mission CORs/AORs, Technical Offices, and DO and AO Teams, providing policy and strategic guidance on how to best fulfill requirements, and with the OFM and RLA, the staffs of other agencies, and with awardees. The Specialist keeps the Contracting Officer/Regional Contracting Officer and/or his/her designee updated through periodic status reports, and through verbal briefings. Completed work is reviewed from the overall standpoint of providing a viable procurement approach for results achieved, in meeting delivery schedules, and in the selection of appropriate contract methods.
- b. **Supervision Exercised:** The Specialist may be assigned as a group/Team Leader, but will not serve as a full supervisor. The Specialist is expected to serve as mentor to lower-level trainees, and others, by identifying knowledge gaps and training needs, and to provide other work guidance to lower-level acquisition staff, trainees, and clerks as assigned.
- c. **Available Guidelines:** Guidelines include the Federal Acquisition Regulations (FAR), USAID Acquisition Regulations (AIDAR), the Automated Directives System (ADS), Contract Information Bulletins (CIBs), US Department of State Standardized Regulations, Federal Travel Regulations (FTR), Office of Management and Budget (OMB) Circulars, other Mission Orders, and grant format requirements.
- d. **Exercise of Judgment:** At this full-performance level, the Specialist is expected to apply a high degree of judgment in all aspects of Acquisition and Assistance actions, in particular when advising CORs/AORs and Mission staff, and when interacting with IPs to resolve complex issues arising during program/project/activity implementation. The Specialist exercises good judgment in dealing with visitors and callers; in the analysis of cost, financial, and other characteristics of prospective contractors and grantees; and, in deciding what questions need to be asked of Technical Officials and DO and AO Team representatives and proposed contractors/grantees, in order to ensure achievement of the acquisition objectives on contract, grant, or other assistance instruments. Highly unusual decisions and matters of policy are discussed with the Contracting Officer/Regional Contracting Officer and/or his/her designee prior to making a final decision.
- e. **Authority to Make Commitments:** The Specialist independently holds discussions and negotiations with potential contractors and grantees to reach agreement on complex statements of work/program description, and often very large budgets. The Specialist has the authority to conclude complex negotiations and to structure the final terms and conditions of major USAID acquisition and assistance instruments. Upon completion, agreements are approved and signed by a warranted Contracting Officer/ Regional Contracting Officer and/or his/her designee, in order to obligate funds.

- f. **Nature, Level, and Purpose of Contacts:** The Specialist is in daily contact with staff throughout the Mission, with managers of any serviced Missions/Offices in the Region, Technical Office staffs and DO and AO Team Leaders, and CORs/AORs; with grantees, potential grantees, visitors, mid- to high-level officials, and VIPs from both the public and private sectors, as well as with international organizations, other donors, NGOs, and IPs, in order to exchange and/or collect information, and to provide advice relating to program implementation.
- g. **Time Expected to Reach Full Performance Level:** One year.