

ACQUISITION AND ASSISTANCE (A&A) SPECIALIST



For detailed minimum requirements, applicants must refer to the Full Statement of duties and the qualification requirements available on <https://www.usaid.gov/mali/work-with-us/careers> (<https://www.usaid.gov/mali/work-with-us/careers>) or <https://ml.usembassy.gov/embassy/jobs/> (<https://ml.usembassy.gov/embassy/jobs/>)

REF No.: 72068825R10002 (must be inserted in the subject line of the email)

GRADE LEVEL: *This position is a part of an established career ladder, which provides for the potential to progress to the FSN-10 and, subsequently, to the FSN-11 grade level. Attainment of higher-grade levels is contingent upon the Specialist (Trainee) successfully completing required training, meeting agree-upon objectives and milestones and performing in a Fully Successful (or equivalent) manner. FCFA 24,740,169 to FCFA 38,347,257 equivalent to FSN-11; 21,109,029 to 32,719,005 FCFA equivalent to FSN-10; 17,441,662 FCFA to 27,034,570 FCFA equivalent to FSN-9. The incumbent will be compensated in accordance with the U.S. Mission Mali's Local Compensation Plan (LCP). Final compensation will be negotiated within the listed market value.*

BASIC FUNCTIONS: This position is established as Acquisition and Assistance Specialist (A&A Specialist) "Ladder" position, which includes positions at the FSN-9, FSN-10, and the full performance level of FSN-11.

At the full performance level (FSN-11), the CCN PSC will perform the following general duties:

The Acquisition and Assistance Specialist (Full Performance Level/FPL) is located in the USAID/Mali Office of Acquisition and Assistance. The function of the Office is to provide Acquisition and Assistance (A&A) support to Technical Offices and Development Objective (DO) Teams in the Mission, and in any Offices that may be supported by the Mission. The primary purpose of this position is to support the cognizant Mission Contracting/Agreement Officer (CO/AO), by performing a variety of A&A duties including, writing grants, cooperative agreements, contracts, and other procurement instruments, and preparing amendments/modifications to procurement instruments in support of the Mission. The Specialist reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of statements of work (SOW); drafts requests for proposal or quotations; performs cost and price analysis; analyzes proposals or quotes received; drafts contracts and contract modifications; analyzes budgets; recommends special contract requirements; writes Memoranda of Negotiation; and, prepares other required documentation. The Specialist maintains up-to-date contract files and records, manages Contractor Performance Assessment Reports (CPARs), and supports award closeouts. The Specialist provides guidance to supported Teams related to award modifications.

At the **Intermediate Performance Level (FSN-10)**, the CCN PSC will perform the following general duties:

The Acquisition and Assistance Specialist (Full Performance Level/FPL) is located in the USAID/Mali Office of Acquisition and Assistance. The function of the Office is to provide Acquisition and Assistance (A&A) support to Technical Offices and Development Objective (DO) Teams in the Mission, and in any Offices that may be supported by the Mission. The primary purpose of this position is to support the cognizant Mission Contracting/Agreement Officer (CO/AO), by performing a variety of A&A duties including, writing grants, cooperative agreements, contracts, and other procurement instruments, and preparing amendments/modifications to procurement instruments in support of the Mission. The Specialist reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of statements of work (SOW); drafts requests for proposal or quotations; performs cost and price analysis; analyzes proposals or quotes received; drafts contracts and contract modifications; analyzes budgets; recommends special contract requirements; writes Memoranda of Negotiation; and, prepares other required documentation. The Specialist maintains up-to-date contract files and records, manages Contractor Performance Assessment Reports (CPARs), and supports award closeouts. The Specialist provides guidance to supported Teams related to award modifications.

At the **Entry Level (FSN-9)**, the CCN PSC will perform the following general duties:

The Acquisition and Assistance Specialist (Entry Level/EL) is located in the USAID/Mali Office of Acquisition and Assistance. The function of the Office is to provide Acquisition and Assistance (A&A) support to Technical Offices and Development Objective (DO) Teams in the Mission, and in any Offices that may be supported by the Mission. The primary purpose of this position is to support the cognizant Mission Contracting/Agreement Officer, by performing a variety of A&A duties including, writing grants, cooperative agreements, contracts, and other procurement instruments, and preparing amendments/modifications to such instruments in support of the Mission. The Specialist reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of statements of work (SOW); drafts A&A solicitation documents; performs cost and price analysis; analyzes A&A offers or applications received; drafts A&A award instruments and modifications; analyzes budgets; recommends special A&A award requirements; writes memoranda of negotiation; and, prepares other required documentation. The Specialist maintains up-to-date A&A files and records, manages Contractor Performance Assessment Reports (CPARs), and supports award closeout. The Specialist provides guidance to supported Teams related to A&A award modifications. The Specialist is responsible for carrying out day-to-day activities under the mentorship of more senior Office employees.

MAJOR DUTIES AND RESPONSIBILITIES

Full Performance Level (FSN 11):

a. The Specialist (Full Performance Level/FPL) is responsible for providing professional level acquisition and assistance (A&A) support to Mission Technical Offices, DO Teams, and any designated regional clients. USAID programs are diverse and multi-sectoral. The Specialist is required to guide designated Technical Offices,

and/or DO Teams, through acquisition and assistance processes to support a variety of activities. These activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative agreements, Interagency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to be expert with regard to the full range of USAID instruments. The Specialist coordinates the development of A&A objectives for assigned portfolios, taking primary responsibility for all phases of the A&A process for complex actions. The Specialist performs complete A&A transactions for complex activities. The Specialist provides guidance and mentoring to junior-level staff, trainees, procurement technicians, and assistants on basic principles of USG and USAID acquisition, assistance, general A&A management, A&A policy direction, new/changed procurement policies, etc., as required. The Specialist is eligible for temporary duty (TDY) travel to the US, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

b. The Specialist (FPL) must fully understand the USG laws, regulations, policies and procedures governing each type of A&A mechanism, and to apply these requirements to make recommendations to the supervisor regarding the appropriate instrument type for the situation at hand. The Specialist works independently in the selection of the appropriate A&A instrument types to meet the Mission's needs, and accurately applies United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The Specialist has an advanced knowledge of the procedures for acquisition of goods, for managing personal services and non-personal services contracting actions and managing and awarding assistance agreements.

c. The Specialist (FPL) performs his/her assignments independently, seeking the guidance of the Contracting/Agreement Officer (CO/AO) for the most complex activities. The Specialist works directly with technical specialists/activity managers in DO Teams throughout the Mission and/or the Region, assisting in the preparation of annual A&A plans, clear and concise statements of work/statements of objectives/program descriptions, etc., and supporting documentation. The Specialist provides well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures.

Intermediate Level (FSN10):

i. Pre-Award Duties: The Specialist assists the Technical/DO Teams with A&A planning and advises on the selection of the appropriate A&A mechanisms to achieve program objectives. The Specialist collects and analyzes data and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. With limited assistance, the Specialist conducts pre-award activities for moderately complex competitive solicitations, assisting technical personnel in the preparation of required descriptions of proposed activities, including SOWs, specifications, and program descriptions.

The Specialist advises on the adequacy of evaluation criteria and the extent of advertising required. The Specialist prepares Requests for Proposal and Notices of Funding Opportunities for review by higher-level Specialists/Officers. The Specialist, with assistance as necessary from higher-level Specialists/Officers, ensures compliance with FAR and AIDAR advertisement requirements, including publication of synopses and solicitations. The Specialist assists in the development of pre-negotiation cost objectives in conjunction with the CO/AO or higher-level Specialist; recommends the competitive range; negotiates with potential awardees with guidance from higher-level Specialists/Officers; 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 A&A action. The Specialist works with higher-level Specialists/Officers on pre-award assessment surveys of potential contractors or recipients in order to ensure eligibility prior to an award being made. The Specialist, with limited assistance, prepares award documents that accurately reflect all discussions and provisions relevant to the type of award mechanism to be implemented.

ii. Post-Award Duties: The Specialist monitors performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist administers the awards in his/her assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; and, with assistance as needed from higher-level Specialists/Officers, works with CO/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. As assigned, the Specialist conducts site visits and attends meetings. The Specialist provides guidance to technical personnel and assists in programmatic duties as required to avoid contractual/legal improprieties, seeking guidance from higher-level Specialists/Officers as required. The Specialist researches and makes recommendations to resolve issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

iii. Award Closeout: The Specialist conducts closeout of acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. This includes ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

Entry level (FSN 9):

i. Pre-Award Duties: The Specialist participates in meetings on A&A planning; collects and analyzes data and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. The Specialist prepares solicitation documents in GLAAS, and electronically posts solicitations; and, works with higher-level Specialists/Officers to ensure compliance with FAR and AIDAR publicizing requirements, including publication of synopses and solicitations, as prescribed. The Specialist works with higher-level

Specialists/Officers to prepare Requests for Proposal and Notices of Funding Opportunities. The Specialist assists higher-level Specialists/Officers in pre-award activities for competitive solicitations, and with pre-award assessment surveys of potential contractors or recipients, in order to ensure eligibility prior to an award being made. The Specialist directly performs simple procurement actions for supplies or services below the simplified acquisition threshold (SAT) that require limited use of negotiation techniques and analysis.

ii. Post-Award Duties: The Specialist assists higher-level Specialists/Officers in monitoring performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist administers the awards in the assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; and, under the guidance of higher-level Specialists/Officers, works with CO/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. As assigned, the Specialist conducts site visits and attends meetings. The Specialist provides guidance to technical personnel and assists in programmatic duties as required to avoid contractual/legal improprieties, seeking guidance from higher-level Specialists/Officers as required. The Specialist assists in researching and resolving issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

iii. Award Closeout: The Specialist assists in the closeout process for acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. These include ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

MINIMUM QUALIFICATIONS

Full Performance Level (FSN 11):

a. **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, and/or organization and management is required. NB: Additional education may NOT be substituted for Experience.

b. **Prior Work Experience:** Minimum of five years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One year of this experience must have been gained

working in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. *Note: Additional experience will NOT be substituted for Education.*

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

d. Job Knowledge: Knowledge of public and/or private-sector business processes is required. Professional level knowledge of USG A&A regulations and policies, and/or 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, simplified acquisition procedures, and that result in standard and established contract types. A professional level of 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/local market and pricing methods is required.

e. Skills and Abilities: The ability to independently plan and administer complex A&A activities and provide A&A support for Agency programs and projects in a timely manner, is required. The ability to apply contracting and assistance regulations, procedures, and policies to complex acquisition and assistance programs, is required. Ability to manage the competition phase of new agreements and contracts and to perform cost or price analysis in both a competitive and non-competitive environment is required. Skill in solving practical problems relating to A&A is required. An ability to deal effectively with mid- to high-level representatives of the US, local, 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 the A&A process, is required.

Intermediate Performance Level (FSN-10):

a. Education: Possession of a Baccalaureate degree or the host-country equivalent of a four-year US college/university (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. *Note: Additional education will NOT be substituted for Experience.*

b. Prior Work Experience: A minimum of four years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One year of this experience must have been gained working at a Fully Successful level in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. *Note: Additional experience will NOT be substituted for Education.*

c. Language Proficiency: Level IV (Fluent) English and French proficiency, both oral and written, is required.

d. Job Knowledge: Knowledge of public and/or private-sector business processes is required. An understanding of USG A&A regulations and policies, and/or knowledge and understanding of how to execute and administer a moderately complex acquisition and assistance portfolio, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, simplified acquisition procedures, and that result in standard and established contract types. A good knowledge of host-country and regional markets pertaining to activity requirements for services and commodities, and a good knowledge and understanding of US/local market and pricing methods, is required.

e. Skills and Abilities: The ability to semi-independently plan and administer A&A activities and provide A&A support for Agency programs and projects in a timely manner, is required. The ability to apply contracting and assistance regulations, procedures, and policies to acquisition and assistance programs involving moderate complexities, is required. The ability to manage the competition phase of new agreements and contracts of

moderate complexity, and to perform cost or price analysis in both a competitive and non-competitive environment, is required. Skill in solving practical problems relating to A&A is required. An ability to deal effectively with mid- to high-level representatives of the US, local, 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 the A&A process, is required.

Entry Level (FSN-9):

a. Education: Possession of a Baccalaureate degree or the host-country equivalent of a four-year US college/university (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. *Note: Additional education will NOT be substituted for Experience.*

b. Prior Work Experience: A minimum of three years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One year of this experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. *Note: Additional experience will NOT be substituted for Education.*

c. Language Proficiency: Level IV (Fluent) English and French, both oral and written, is required. Familiarity with additional languages in Office-supported countries is desired.

d. Job Knowledge: Knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge, is required. An understanding of USG A&A regulations and policies, and/or knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio, and/or the ability to quickly gain such understanding, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, simplified acquisition procedures, and that result in standard and established contract types.

e. Skills and Abilities: The ability to plan and administer simple A&A activities and provide A&A support for Agency programs and projects in a timely manner, is required. The ability to apply contracting and assistance regulations, procedures, and policies to acquisition and assistance programs involving few complexities, is required. Skill in solving practical problems relating to A&A is required. An ability to deal effectively with mid- to high-level representatives of the US, local, 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 Office 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 the A&A process, is required.

Full Statement of duties and qualification requirements are available on <https://www.usaid.gov/mali/work-with-us/careers> or <https://ml.usembassy.gov/embassy/jobs/> (<https://www.usaid.gov/mali/work-with-us/careers>)

EVALUATION AND SELECTION FACTORS:

Offerors seeking consideration for the full performance level will be considered in isolation first, and only if no acceptable offeror is found at that level, the Technical Evaluation Committee (TEC) will proceed to review offerors at the lower levels.

To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors.

Prior Work Experience	35 points
job Knowledge	50 points
Skills and Abilities	15 points

Applicants may address each of the selection factors on a separate sheet or directly in the cover letter, describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criterion described above, and any related considerations.

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

TO APPLY: All CV/Resumes and cover letters must be in English, otherwise the application package is incomplete and will be rejected. All the hiring process, including interviews and any eventual proficiency written test, will be conducted in English.

Interested candidates for this position must submit the following **required documents**:

Eligible Offerors are required to complete, sign and submit the offer form **AID 309-2** (Offeror Information for Personal Services Contracts with Individuals): <https://www.usaid.gov/forms/aid-309-2> (<https://www.usaid.gov/forms/aid-309-2>)

Resume or curriculum vitae (CV) relevant to the position for which the applicant is applying.

Cover letter of not more than two (2) pages describing how the incumbent's skills and experience fit the requirements of the subject position and meet the evaluation factors set in this solicitation.

Applicants are required to provide **five (5) Professional References** with complete contact information including email address and telephone number(s). References should have knowledge of the candidate's ability to perform the duties set forth in the solicitation and **must not be family members or relatives**.

Copy of Degrees/Diploma, or any relevant Certificates, or Recommendation Letters submitted in a simple searchable **PDF file**.

Applicants must provide their **full mailing address with telephone numbers, email address** and should retain for their records copies of all enclosures that accompany their submissions.

Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 4**.

Applicant submissions must clearly reference the Solicitation number on all documents to ensure consideration of the application package. Email subject line must be: [Solicitation number **72068825R10002**] – [CANDIDATE NAME]

As this solicitation is for a “ladder” position, the offeror must identify the FSN-equivalent level at which level he/she wants to be considered. If the TEC determines that an Offeror is not qualified at the position level the Offeror identified, the Offeror will not be considered further unless the Offeror identified that they are willing to be considered at any lower level. An offeror who fails to identify any level for consideration, will be evaluated only against the full performance level.

Per PEB 24-01, “Personal Services Contractors (PSC) Practices Related to Preventing and Addressing Sexual Misconduct in the Workplace” Offerors must sign a Sexual Misconduct Self-Certification form attached with the Solicitation (See full solicitation available on <https://www.usaid.gov/mali/work-with-us/careers> (<https://www.usaid.gov/mali/work-with-us/careers>) or <https://ml.usembassy.gov/embassy/jobs/> (<https://ml.usembassy.gov/embassy/jobs/>))

SUBMIT APPLICATION: Indicate the Vacancy Reference Number: **72068825R10002** in the subject line of your email. If this is not properly indicated your submission would NOT be retrieved.

Email Human Resources Management Section: bamakohrmvacancies@usaid.gov (<mailto:bamakohrmvacancies@usaid.gov>) **with the above reference in the subject line.**

CLOSING DATE FOR THIS POSITION IS DECEMBER 18, 2024, AT 5 P.M. BAMAKO TIME

[FORMATIONS \(/Formations-1\)](#) [DEMONSTRATION OF INNOVATIVE PROJECTS \(/Demonstration-Of-Innovative-Projects\)](#) [FORUM \(/Forum\)](#)
[ARCHIVE APPELS D'OFFRES \(/Archive-Appels-D-Offres\)](#) [ARCHIVES OFFRES D'EMPLOI \(/Archives-Offres-D-Emploi\)](#)

	Adresse e-mail	S'ABONNER
--	----------------	-----------

Droits d'auteur © 2024 Tous droits réservés - pages humanitaires