U.S. Embassy, Beirut – Human Resources Office
Vacancy Announcement
United States Agency for International Development
Acquisition and Assistance Specialist
(Trainee Level)

ANNOUNCEMENT NUMBER: 65/14(T2)

OPEN TO: All Interested Candidates/All Sources

POSITION: United States Agency for International Development (USAID), Acquisition and Assistance Specialist, FSN-09; FP-5/1 (Trainee Grade Level)

OPENING DATE: May 05, 2014

CLOSING DATE: May 18, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): LL 38,193,787.00 basic per annum (starting salary) (Benefits are paid in addition to salary), (Position Grade: FSN-09)

Not-Ordinarily Resident (NOR): US$50,544.00 per annum (starting salary) (Position Grade: FP-5/1)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED LEBAANESE RESIDENCY AND OR WORK PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Beirut is seeking an individual for the position of Acquisition and Assistance Specialist in the U.S. Agency for International Development Office.

BASIC FUNCTION OF POSITION

Incumbent ensure the timely planning, management, and preparation of procurement documents by USAID Lebanon support and technical staff, assist USAID Lebanon staff in determining the most appropriate type of instrument(s) to implement a given project, provide oversight and advise the appropriate Development Objective Team or technical officer in procurement planning, and initiation and management of procurement actions. With time, the incumbent is also expected to serve as an advisor in acquisition and assistance, to ensure completeness and appropriateness of statements of work/program descriptions/technical specifications, justifications, source selection criteria, waivers and obtaining necessary approvals.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact HR office for more information.
QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: A Bachelor's degree in business administration, accounting, contract, organization and management, economics, law, public administration, social science.

Experience: At least three years of progressively responsible professional experience in assistance and acquisition. At least two years of this experience is deemed to be with an international organization, or organizations with procurement activities performed as described.

Language: English & Arabic requirements: Level IV – Fluent

Knowledge:
- A thorough knowledge of government or international organizations acquisition and assistance regulations, policies, and procedures.
- Knowledge of procurement laws and of various cost & price analysis techniques.

Skills & Abilities
- Excellent analytical skills and the ability to anticipate and evaluate actions/outcomes in work statements, program descriptions and independent government cost estimates.
- Ability to speak effectively before other senior USAID personnel, as well as to negotiate and represent the US Government’s best interests to both US and local individuals.
- Excellent organizational/time management skills to perform work on many actions at the same time.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

**TO APPLY**

Interested candidates for this position must submit the attached Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174).


Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

Additional documentation may be requested if applicant is selected for an interview.

**SUBMIT APPLICATION TO:** brtembemp@state.gov

(please indicate “Vacancy no. 65/14(T2) AID Acquisition and Assistance Specialist, Trainee Level” in the subject line of the email).

**DEFINITIONS**

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

   - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
   - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
   - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
   - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

   - US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee’s or uniformed service member’s post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
   - Is a U.S. citizen; and
   - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
   - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
   - Is residing at the sponsoring employee’s post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
   - Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
   - Not an EFM; and,
   - Not on the travel orders of the sponsoring employee; and,
   - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

   A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department’s current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR) –** An individual who:
   - Is not a citizen of Lebanon; and,
   - Does not ordinarily reside (OR, see below) in Lebanon; and,
• Is not subject to Lebanese employment and tax laws; and,
• Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

• Is locally resident; and,
• Has legal, permanent resident status within Lebanon; and,
• Is subject to Lebanese employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: May 18, 2014**

The US Mission in Lebanon provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.