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UNITED STATES MISSION - BOGOTA  
**VACANCY ANNOUNCEMENT**

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No. 095

Job vacancy

October 9, 2008

**OPEN TO:** All Colombian Citizens

**POSITION:** CONTRACTS TECHNICIAN – OFFICE OF ACQUISITION AND ASSISTANCE (0011860D1)

**OPENING DATE:** THURSDAY, October 9, 2008

**CLOSING DATE:** THURSDAY, October 23, 2008

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** FSN/PSC-8 Col. Ps. \$36,345,796.00-  
Col .Ps. \$59,970,568.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

**TO APPLY**

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time.
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under “Recursos Humanos-Vacante”.

**SUBMIT APPLICATION TO:**

American Embassy  
c/o USAID Human Resources Section  
Carrera 45 No. 24B-27  
Bogota, Colombia

**APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.**

**APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.**

**PROFILE OF THE POSITION**

The U.S. Agency for International Development is seeking an individual for the position of Contracts Technician in the Office of Acquisition and Assistance (OAA).

**BASIC FUNCTION OF POSITION**

This position is located in the Contracts Office (CO), USAID/Colombia, Bogotá. The primary purpose of this position is:

- To perform a variety of monitoring, administration, tracking and processing duties in support of the USAID/Bogota Acquisition Portfolio (pre and post-award phases of contracts, grants, cooperative agreements and others acquisition instruments).
- To provide support to the Contracts Office Team by monitoring and tracking acquisition actions, processing and verifying documentations, preparing reports and assembling information.
- In addition, provides administrative and secretarial support to the Contracts Office Team. This includes correspondence, telephone and visitors screening, keeping agendas, editing/reformatting and typing electronic documents from Contracts Staff and from Contractors, serving as timekeeper, arranging for meetings, performing travel-related services and managing the smooth operation of the Contracts Office.
- Acts as the electronic and hard-copy file custodian of Contracts Office's sensitive documents.
- Assures Contracts Office complies with all internal administrative process whether related with the Embassy and/or the USAID/Mission.

Serves as the primary Global Acquisition and Assistance System (GLAAS) Site Administrator for the mission and GLAAS Subject Matter Expert.

## **MAJOR DUTIES AND RESPONSIBILITIES**

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Customer focus, 2. Results orientation, 3. Empowerment and accountability, 4. Teamwork and participation, and 5. Valuing Diversity.

### **A. Contract Administration Monitoring and Support**

1. - Reviews contract/assistance instruments to establish the performance milestones from the terms of each instrument.
  - Establishes and maintains the tracking system and monitors these performance milestones.
  - Follows up with the responsible Technical Team, contractor, grantee or recipient and makes changes to the system as necessary to ensure that the data is correct.
2. - Monitors system data on all contracts and other instruments to track funding levels and follows up with the responsible Technical Team, contractor, grantee or recipient as necessary.
  - Obtains and monitors periodic reports from contractors and recipients which provide expenditure data.
  - Tracks pipeline and makes funding level recommendations to the Contracts Office Staff.
3. - Monitors contract/assistance instruments to track expiration dates. Follows up with responsible Negotiator, Technical Team, contractor or grant recipient as necessary to determine requested action on expiring contracts.
4. - Monitors contract/assistance instruments to determine actions requiring closeout. Prepares documents for closeout. Maintains close-out inventory and coordinates close-out functions with interested Negotiator, Technical Team or Mission Controller.
5. - Monitors receipt of property control reports and follows up as necessary. Obtains periodic inventories from contractors.
  - Reviews requests for purchase of equipment against existing inventory and recommends approval or rejection of request.
  - Prepares and processes papers on termination/expiration inventories including reviewing the possibility of transfer to new or ongoing contracts.

- 6. - As appropriate, conducts preliminary review of contract/assistance vouchers (SF-1034 or SF-289) for conformance with budget provisions in the procurement instrument or agreement and appropriate spending levels. Brings problems to the attention of the supervisor.
  - 7. - Establishes and maintains a Contractors Performance Report (CPRs) tracking system. Notifies Negotiator and Technical Team prior to report due dates and coordinates with responsible Team member to ensure timely submission.
    - Reviews report for completeness, consistency and format.
    - Reports any discrepancies to the supervisor. When reports are complete and correct, prepares transmittal letter to the contractor for supervisor's signature. Tracks response suspension and, if no response is received in 30 days, forwards to USAID/W for entry into their tracking system.
- B. GLAAS Subject Matter Expert (SME) and Site Administrator
- 1. - Participate in GLAAS training for SMEs and attain the certification to become a GLAAS Site Administrator.
    - Serve as a point of contact for ongoing training needs of the mission users and assist with the coordination of training schedules and materials.
    - Ensure users are trained before GLAAS access is granted.
  - 2. - Provide onsite functional and system support as needed for mission users.
    - Escalate GLAAS issues that cannot be resolved by Local SMEs to Regional SMEs.
    - Ensure that appropriate roles are assigned to GLAAS users based upon the employee's responsibilities, and consider the "conflicting roles" rules, as well as CTO certification when making user access requests.
    - Provide first level of user support for resetting passwords and other site specific settings as stated in the SME, Regional SME and Site Administrator Responsibilities document.
    - Check local system configurations and recommend changes in the system when necessary (i.e., routing list, templates, etc.).
    - Follow established guidelines and receive updates as an OAA Site Administrator regarding user account changes (i.e., deactivating user account, mission transfers, Temporary Duty (TDY) system and site access).
    - Serve as language interpreter between GLAAS instructors and mission staff when necessary.
    - Ensure the use of Remedy to track issues and/or bugs within GLAAS.

3. - Manage password resets for local site users.
  - Validate local GLAAS user accounts on a regular basis.

#### C. Support to Contracts Office Team

1. - Maintains the Procurement Plan for the four Negotiators in the Contracts Office that are responsible of each of the Technical portfolios (Democracy; Alternative Development; Internal Displaced People; Demobilization and Reintegration).
  - Adds and deletes contracts as these are executed, retired or transferred.
  - Enters data for all documents to be included in the tracking system. As required, prepares special reports requiring the manipulation of data contained in the tracking system. Coordinates, follows up and prepares special reports as requested by the supervisor, the Contracting Officers or the Mission Director.
2. - Utilizes GLAAS to prepare a variety of acquisition instruments. Assembles contract/grant files and ensures the inclusion of specific documents and clauses in accordance with established procedures.
  - Accesses appropriate files and adds, deletes, revises, retrieves or prints routine information or changes related to assigned instruments.
  - Determines how to resolve computer edits related to these files using standard approaches.
3. - Maintains the Acquisition filing system, both hard and electronic copies, in accordance with Federal Acquisition Regulations (FAR), Automated Directives System (ADS) guidelines and good procurement practice.
  - Controls documents to be included in file and monitors file location so that it is available to the central files at all times.
4. - Monitors status of contract audits. Prepares periodic reports to the Contracts Office Team. Tracks and prepares status of recommendations report and prepares files for special audits.
5. - Completes administrative modifications (incremental funding, etc...), as assigned by the Contracting Officers.
  - In charge of the preparation and negotiation of micro purchase orders.
6. - Maintains the OAA Colombia website material (content, samples, etc.)

#### D. Administrative, Clerical and Secretarial Support

1. - Receives and controls incoming correspondence. Routes items to supervisor and other staff as appropriate.
  - Controls correspondence including maintaining a log and suspense capability for follow up. Sends, receives and controls FAX messages. Transmits, receives and acknowledges electronic mail and messages. Maintains follow-up file for inquiries or action assigned from Office Chief level or above.
2. - Receives calls, greets visitors and directs to appropriate supervisor or staff member those contacts needing their personal attention or action.
  - Provides information for routine inquiries that are within the scope of the incumbent's knowledge, such as referral to certain clauses in the Federal Acquisition Regulations (FAR)/USAID Acquisition Regulations (AIDAR), or explanation of travel regulations.
3. - Maintains Supervisory Contracting Officer's calendar.
  - Arranges meetings. Makes reservations for conference rooms, notifies all participants and assembles necessary materials.
  - Prepares work order requests, as necessary.
4. - Prepares travel orders and vouchers for Contracts Office staff as well as TDYs, makes hotel reservations and coordinates itineraries with the Travel Agency.
  - Serves as timekeeper for all the staff of Contracts Office.
  - Performs other miscellaneous related duties as assigned.

## **REQUIRED QUALIFICATIONS**

Note: Candidates who do not meet these required qualifications will not be considered.

Education:

Completion of secondary school and/or completion of specialized secretarial training is required. Possession of Baccalaureate degree is desirable.

Prior Work Experience:

Two to three years of business and/or acquisition/procurement experience is required.

d. Language Proficiency:

Fluency in English (level IV) and native facility in Spanish is required.

e. Knowledge:

Must have knowledge of contractual terms, conditions and cost provisions to determine specific performance requirements such as reporting milestones; budget provisions sufficient to review vouchers to determine adequacy of presentation and documentation. Knowledge of contract funding mechanisms and budgets; performance-based contracting; automation equipment and software programs, terms and documents related to contract and assistance instruments. Knowledge of MS Office and MS Excel sufficient to enter, modify, retrieve and generate a variety of reports. Knowledge of correspondence and other document preparation; of manuals and guidelines for Agency correspondence preparation and normal office procedures and practice.

f. Abilities and Skills:

Proficient computer skills using MS Excel and Word are required and MS PowerPoint is desired. Ability to learn systems for information reporting and to manipulate data to development specialized reports. Must have the ability to learn new systems and identify new or improved use for existing capabilities. Must have ability to learn and apply internal USAID guidelines; to research available guidelines and case documents to provide assistance to negotiators and Technical Teams.

g. Post Entry Training:

Completion of the Introduction to Contracting and Assistance course is mandatory, if not attained prior to entry. As available locally or in the region, or when incumbent can be spared for training in Washington, D.C., taking each of the required courses for the completion of Federal Acquisition Certification in Contracting (FAC-C) levels I and II are highly desirable as is training in cost analysis, USG acquisition courses and contract law, when available. Specialized training in computers (GLAAS SME training, GLAAS Site Administrator, advanced MS Word, MS Excel, MS PowerPoint, and computer graphics/desk top publishing) and office management practices as may be required. Additional on-the-job training will be provided in specific contractual requirements, the Contracts Office portfolio and Mission's strategic objectives.

**POSITION ELEMENTS**

a. Supervision Received:

The immediate supervisor is the Supervisory Contracting Officer, who provides guidance for unusually involved situations or new assignments. Receives tasks, also, from the Deputy Contracting Officer and four Contracts Negotiators. Work is generally reviewed for technical soundness and conformity to regulations and procedures by the supervisor or staff member making the assignment. The methods used to complete the assignment are not usually reviewed in detail.

b. Available Guidelines:

FAR, AIDAR, and other software manuals and various administrative procedures and regulations.

c. Exercise of Judgment:

Considerable judgment is required monitoring and manipulating the data to prepare special reports, checking vouchers for conformance to budgets. Judgment is also required in handling visitors and calls; determining whether to take action on inquiries or direct these to supervisor or other staff members.

d. Authority to Make Commitments:

None, other than committing supervisors' time by scheduling appointments and meetings. These are subject to supervisors' approval or change.

e. Nature, Level and Purpose of Contacts:

Telephone contacts with host government Ministry officials, institutional contractors and Technical Teams to arrange meetings, make appointments, follow up on pending actions, etc. Some such contacts are in person, but most of those outside the Mission are by phone. Has personal contact with TDY personnel and liaison with various contractor and other Mission and Embassy personnel. Purpose of contacts is to plan and coordinate a variety of procedural processing actions, locating right sources of information, obtaining clarifying or other information to correct errors in submission and to gain cooperation in submitting required paperwork.

f. Supervision Exercised:

This is a non-supervisory position.

g. Time Required to Perform Full Range of Duties:

Nine months

## **SELECTION CRITERIA**

40 points: Demonstrated work experience in business and/or acquisition/procurement experience is required.

30 points: Interpersonal and organizational skills. Must have knowledge of contractual terms, conditions and cost provisions to determine specific performance requirements such as reporting milestones; budget provisions sufficient to review vouchers to determine adequacy of presentation and documentation. Knowledge of contract funding mechanisms and budgets; performance-based contracting; automation equipment and software programs, terms and documents related to contract and assistance instruments. Knowledge of MS Office and MS Excel and other software sufficient to enter, modify, retrieve and generate a variety of reports. Knowledge of correspondence and other document preparation; of manuals and guidelines for Agency correspondence preparation and normal office procedures and practice.

15 points: Evidence of strong English/Spanish written and oral skills. Writing samples will be required of individuals who reach the interview stage.

15 points: Completion of secondary and/or completion of specialized secretarial training is required. Possession of Baccalaureate degree is desirable.

## **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.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY THURSDAY, OCTOBER 23 , 2008 NOT LATER THAN 4:00 p.m. EASTERN STANDARD TIME.**

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

DISTRIBUTION: "BB"