

JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY – ACCRA

USAID/West Africa is looking for a Ghanaian National for the position of **Close-Out Specialist**. The position is located in the Regional Acquisitions & Assistance Office of USAID/West Africa. The position will be responsible for assisting the Regional Acquisition and Assistance Office (RAAO) in the closeout of various types of U.S. Government contracts and assistance instruments awarded by USAID. The purpose of the work is to confirm the quality and timeliness of contract and assistance instrument deliverables and results achievement by ensuring that Contractor Performance Reviews (CPRs) and the closeout process are completed in a timely manner.

Duties and Responsibilities (including but not limited to):

- Performs a range of acquisition and assistance tasks including managing the process for reporting/recipient's performance
- Assists in maintaining necessary internal systems to ensure the status of acquisition and assistance instruments is kept current.
- Has prime responsibility for the administrative close out of all types of acquisition and assistance instruments administered by the RAAO.
- Performs physical retirement and storage of officially closed and retired contract and assistance instrument files.
- Develops and maintains a closeout tracking system database of physically closed instruments throughout the administrative close out process until files are retired.
- Issues pre-completion notices and requests close out plans from contractors and recipients in advance of instrument completion dates.
- Performs other duties in support of the RAAO, as assigned.

(Please contact acpersonnel@usaid.gov or 021-741357 for a detailed job description)

Education & Prior Work Experience: A Bachelor's degree in fields such as Business Administration, Accounting, Finance, or Economics plus 2 years related experience is required.

Skills and abilities: Excellent analytical skills and the ability to anticipate and evaluate actions/outcomes in technical work statements and budgets are essential. Excellent negotiation skill is vital to be able to orchestrate 'win-win' settlements between desperate parties as well as excellent organizational and time management skills is required.

Salary Range: GH¢ 9,018 - 13,528 (depending on qualification and experience)

Selection Criteria

1. Management will consider nepotism/conflict of interest, budget and residence status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply

Interested individuals should please apply to:

CLOSE-OUT SPECIALIST

USAID/West Africa

P.O. Box 1630, Accra, or No. 24 Fourth Circular Rd., Accra

Or by Email: acpersonnel@usaid.gov

CLOSING DATE: March 16, 2009

(Please note that only short-listed applicants will be contacted)