

ISSUANCE DATE: May 22, 2003
CLOSING DATE: June 6, 2003, 1600 Local Time

Ladies/Gentlemen:

SUBJECT: Solicitation for Services of a Program Specialist in DCHA/OTI, Solicitation No. DCHA/OTI-03-1274

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications of qualified U.S. Citizens interested in providing Personal Services Contract (PSC) services as described in the attached solicitation.

Submittals shall be in accordance with the attached information at the place and time specified. In order to be considered for the position a candidate MUST meet the Minimum Qualifications listed in the solicitation. Consideration and selection will be based on a panel evaluation of the applications vis-a-vis the Evaluation Criteria. Resumes may be attached to the SF-171 or OF-612 and applicants are encouraged to write a brief appendix to demonstrate how prior experience and/or training addresses these criteria. Applicants are advised that an OF-612 or SF-171 MUST be included with any application. Applicants are reminded and required to sign the certification at the end of the SF-171 or OF-612 (except when submitted by e-mail).

The U.S. mail system is not as reliable as other methods of submitting applications, such as courier, overnight mail services, hand delivery, fax (at the number below) or by e-mail to grender@usaid.gov (hard copies of certain documents may be requested.) Applicants are responsible for submitting the SF-171 or OF-612, so as to reach the Government office designated in the solicitation by the closing date and time specified in the solicitation whether submitted by courier, overnight mail services, hand delivery, fax or e-mail. An application received after the closing date and time will be considered late, unless there is acceptable evidence to establish that it was received by the Government installation prior to the time and date specified in the solicitation. For e-mail submissions, the time displayed on the e-mail as to when it was sent, will be used for determining whether an application is late or not.

Any questions as well as submission of proposals in response to this solicitation must be directed to:

Gerald C. Render, Management Team Leader
U.S. Agency for International Development
DCHA/Office of Transition Initiatives
Room 2.09-063, RRB
1300 Pennsylvania Ave., NW
Washington, DC 20523-2900

Telephone: 202-712-0113

Fax: 202-216-3406
e-mail: grender@usaid.gov

Applications that are submitted by courier service or hand carried must be accepted at the 14th Street entrance of the Ronald Reagan Building. The courier must inform the guard there is a package for OTI, Gerald C. Render. The guard will contact that person and inform them that there is a package for pick-up at the 14th Street entrance. Packages cannot be dropped off at the desk, someone must accept the application from the courier.

Applicants should retain for their records copies of all enclosures which accompany their applications.

Sincerely,

Gerald C. Render
Contracting Officer

DCHA/OTI-03-1274

SOLICITATION NUMBER: DCHA/OTI-03-1274

ISSUANCE DATE: 22 May 2003

CLOSING DATE/TIME: 6 June 2003, 16:00 (4:00pm) Local Time

POSITION TITLE: Program Specialist

MARKET VALUE: \$40,044 - \$52,058

PERIOD OF PERFORMANCE: Two Years

PLACE OF PERFORMANCE: Washington, DC

SECURITY ACCESS: Secret

AREA OF CONSIDERATION: U.S. Citizens Only (Security Clearance Required)

I. POSITION DESCRIPTION

A. BACKGROUND

The Office of Transition Initiatives (OTI) was created in 1994 as a distinct operating unit within USAID to help local partners advance peace and democracy in priority conflict-prone countries. Seizing critical windows of opportunity, OTI works on the ground to provide fast, flexible, short-term assistance targeted at key transition needs.

Countries experiencing a significant political transition in the midst of a disaster or emerging from civil conflict have unique needs that cannot be fully addressed by traditional disaster relief. Timely and effective assistance to promote and consolidate peaceful, democratic advances can make the difference between a successful or a failed transition.

OTI uses such mechanisms as support for re-integration of ex-combatants into civilian society; development of initiatives to promote national reconciliation; identification of quick-impact community self-help projects to meet urgent economic needs; and aid to independent media outlets and community-based organizations to help promote informed debate and broaden public participation. For more information about OTI and its country programs, please see: http://www.usaid.gov/hum_response/oti/

B. POSITION OVERVIEW

The incumbent serves as a Program Assistant reporting to the Management Team Leader in the Office of Transition Initiatives (DCHA/OTI). Within DCHA/OTI, he/she has responsibility for communications and records (C&R) activities, property management, and end user IT support activities for OTI program-funded staff worldwide. Additionally the Program Assistant will provide backstop support to other DCHA Program Specialists in their absence.

For DCHA/OTI to implement its rapid response strategy, it is essential that OTI USPSC staff are deployed expeditiously, often with little or no lead time. The incumbent must have a strong sense of responsibility, be highly organized, pay close attention to detail and be able to handle multi-tasking. This is key position in a busy office which responds

rapidly to crisis situations. It is essential that DCHA/OTI personnel receive prompt IT support and that DCHA communications and records are expertly organized. To achieve this, OTI requires a Program Assistant who has the capacity to act independently, proactively, and, anticipate the needs of a complex organizational unit.

C. DUTIES AND RESPONSIBILITIES

- Direct responsibility for with the maintenance of program and grant files and updating the documentation on specific OTI programs as required. Serves as the Records Management Liaison Officer for maintenance and disposition of program/project files.
- Maintains reference materials for Start-up, Operational and Close-out phases of OTI overseas projects.
- Directly supports OTI overseas missions in hardware and software requirements and usage, including travel to mission to provide hands-on-training.
- Maintains inventory and is responsible for issuance of DCHA/OTI owned, program-funded property, including laptop computers, satellite telephones, printers, and assorted peripheral items.
- Configures and demonstrates proper usage of laptop computers using Microsoft Office, IPASS, and other OTI specific applications.
- Provides assistance and demonstrate use of all special technology projects to support OTI including data bases and software applications.
- Coordinates with IRM on Agency resources and access to provide the greatest level of support to both OTI/W and OTI overseas missions.
- Expedite the flow of programmatic and other documents through the clearance processes. This will involve assisting country Program Managers with the processing of data into the New Management System (NMS).
- Perform other duties as assigned by the Management Team Leader.

D. MINIMUM QUALIFICATIONS

In order to be considered for the position a candidate must meet the Minimum Qualifications listed below. Applicants are encouraged to write a brief appendix to a resume, OF-612 or SF-171 to demonstrate how prior experience and/or training addresses these factors.

- Demonstrated experience using Microsoft Excel, Word and Access applications;
- Demonstrated knowledge of administrative concepts and practices and ability to apply and adapt that knowledge to a specific office setting.
- Applicants must have 3 years of increasing responsibility performing the range of duties as outlined above. Combinations of successfully completed relevant education and experience may be used to meet total qualification requirements.
- U.S. citizenship and the ability to receive a U.S. Government security clearance is a requirement in accordance with USAID hiring policy.

E. EVALUATION CRITERIA: Consideration and selection will be based on panel evaluation of the applications in accordance with the Evaluation Criteria. The following criteria are listed in descending order of importance:

- Knowledge of USAID Records Management program & procedures;
- Proficiency in using a wide range of software applications, automation equipment and databases;
- Demonstrated ability to provide hands-on-training on a variety of technical equipment used by the OTI staff;
- Skill in establishing and maintaining effective relationships with a variety of groups and individuals;
- Experience independently determining priorities, scheduling activities and meeting deadlines; and,
- Demonstrated ability to speak and write clearly and concisely.

II. BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

A. BENEFITS:

- (1) Employee's FICA Contribution
- (2) Contribution toward Health & Life Insurance
- (3) Pay Comparability Adjustment
- (4) Eligibility for Worker's Compensation
- (5) Vacation & Sick Leave

B. ALLOWANCES (If Applicable):

- (1) Post Differential (Chapter 500*) and
- (2) Danger Pay (Section 650*)

* Dept. of State Standardized Regulations (DSSR) (Government Civilians Foreign Areas).

C. FEDERAL TAXES: USPSCs are **not** exempt from payment of Federal Income taxes.

III. APPLYING:

A. Qualified individuals are requested to submit:

For USPSCs a U.S. Government Standard Form 171 or Optional Form 612 available at the USAID web site,

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http://www.usaid.gov/procurement_bus_opp/procurement/forms or internet <http://fillform.gsa.gov>, or at Federal offices;

Applications must be received by the closing date and time at the address specified in the cover letter.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter. The highest ranking applicants may be selected for an interview.

B. LIST OF REQUIRED FORMS FOR PSCs

Forms outlined below can found at http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/

1. Standard Form 171 or Optional Form 612.
2. Medical History and Examination (DS-1843). *
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or *
4. Questionnaire for Non-Sensitive Positions (SF-85). *
5. Finger Print Card (FD-258). *

* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

IV. CONTRACT INFORMATION BULLETINS (CIBs) PERTAINING TO PSCs

CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this web site http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/ to determine which CIBs apply to this contract.