



# USAID | NEPAL

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72036724R10003  
**ISSUANCE DATE:** 02/14/2024  
**CLOSING DATE/TIME:** 03/06/2024 (11:59 PM Nepal time)

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) for **FSN-07 Administrative Assistant** (under the Local Compensation Plan)

*Note: Previous experience with the USG, USAID, or on a USAID project is NOT required. USAID/Nepal is interested in diversifying its workforce to reflect the diversity of experiences, perspectives, and knowledge that exists across Nepal. USAID/Nepal values all relevant experiences regardless of where they were gained and encourages applicants to highlight in their application any knowledge and skills that adds value to the position advertised.*

*USAID will evaluate all offerors based on the stated evaluation criteria. USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. USAID/Nepal makes hiring decisions without regard for gender, gender identity, caste, race, ethnicity, religion, disability, marital status, age (if over 40), or sexual orientation. Applicants from ALL backgrounds are encouraged to apply.*

**How to apply:** Please submit a cover letter, resume and a completed form [DS 174](#) to [USAIDNepalhr@usaid.gov](mailto:USAIDNepalhr@usaid.gov)  
For more information please see section IV of this solicitation.

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

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Contracting Officer  
USAID/Nepal

U.S. Agency for International Development Tel: 977-1-4234000  
G.P.O. Box 295 Fax 977-1-4007285  
U.S. Embassy, Maharajgunj <http://nepal.usaid.gov>  
KATHMANDU, NEPAL

आव्हान सङ्ख्या : 72036724R10003

जारी मिति : February 14, 2024

अन्तिम मिति/समय : March 06, 2024

विषय : **FSN-07 Administrative Assistant** (स्थानीय पारिश्रमिक योजनाअन्तर्गत) पदपूर्तिका निम्ति इच्छुक व्यक्तिहरूमा आव्हान

नोट : अमेरिकी सरकार, युएसएआईडी अथवा युएसएआईडीको कुनै परियोजनासँगको पूर्व अनुभव अनिवार्य छैन । युएसएआईडी-नेपाल नेपालभर रहेका अनुभवहरू, दृष्टिकोणहरू र ज्ञानको विविधता प्रतिबिम्बित हुने गरी आफ्नो जनशक्तिको विविधीकरण गर्न इच्छुक रहेको छ । युएसएआईडी-नेपालले जहाँसुकै हासिल गरिएका भए पनि सबै सान्दर्भिक अनुभवहरूलाई महत्त्व दिन्छ र विज्ञापन गरिएको पदको मूल्याङ्कन बढाउने कुनै पनि ज्ञान वा सीपमाथि आफ्नो आवेदनमा जोड दिन आवेदकहरूलाई प्रोत्साहित गर्दछ ।

युएसएआईडीले सबै प्रस्तावकहरूको मूल्याङ्कन उल्लिखित मूल्याङ्कन मापदण्डका आधारमा गर्नेछ । युएसएआईडी-नेपाल समान अवसरदायक रोजगारदाता हो जुन नेपाली समाजको सामाजिक तथा जातीय विविधता प्रतिबिम्बित गर्ने कर्मचारी संरचना निर्माणप्रति प्रतिबद्ध छ । हामी सामाजिक समावेशीकरण र विविधताले उत्कृष्टतामा योगदान पुऱ्याउँछ भन्ने विश्वास गर्दछौं । युएसएआईडी-नेपालले कर्मचारी भर्तीसम्बन्धी निर्णयहरू लिङ्ग, लैङ्गिक पहिचान, जात, वर्ण, जातीयता, धर्म, अपाङ्गता, वैवाहिक हैसियत, उमेर (४० वर्षमाथि भएमा) वा यौनिक झुकावको परवाहबिना गर्दछ । हामी सबै पृष्ठभूमिका व्यक्तिहरूलाई आवेदन दिन प्रोत्साहित गर्दछौं ।

आवेदन कसरी गर्ने : कृपया USAIDNepalhr@usaid.gov मा इमेलमार्फत कभर लेटर, रेजुमे र भरेको [DS 174](#) फाराम पेस गर्नुहोस् । थप जानकारीका लागि यस आव्हानको पृष्ठ ४ हेर्नुहोला ।

सम्भावित प्रस्तावकहरू,

अमेरिकी सरकारको प्रतिनिधित्व गर्दै अमेरिकी अन्तर्राष्ट्रिय विकास नियोग (युएसएआईडी) यस आव्हानमा प्रस्तुत विवरणबमोजिम करारअन्तर्गत व्यक्तिगत सेवा प्रदान गर्ने योग्य व्यक्तिहरूबाट प्रस्तावको माग गर्दछ ।

प्रस्तावहरू अनिवार्य रूपमा यस आव्हानको Attachment 1 अनुरूप हुनुपर्दछ । अपूर्ण वा हस्ताक्षर नगरिएका प्रस्तावउपर विचार गरिनेछैन । प्रस्तावकहरूले आफ्ना रेकर्डका निम्ति सम्पूर्ण प्रस्ताव सामग्रीका प्रति आफूसँग राख्नुपर्दछ ।

यस आव्हानले व्यक्तिगत सेवा करार (PSC) प्रदान गर्न युएसएआईडीलाई कुनै पनि किसिमले बाध्य गर्दैन न त प्रस्तावहरू तयार र पेस गर्दा सिर्जित कुनै खर्च बेहोर्न युएसएआईडीलाई वचनबद्ध नै गर्दछ ।

कुनै जिज्ञासा भएमा Attachment 1 मा तोकिए अनुसारको सम्पर्क बिन्दुमा लिखित रूपमा पठाउनु पर्नेछ ।

भवदीय,

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अनुबन्धन अधिकारी  
युएसएआईडी-नेपाल

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72036724R10003
2. **ISSUANCE DATE:** 02/14/2024
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 03/06/2024 (11:59 PM Nepal time)
4. **POINT OF CONTACT:** USAID/Nepal HR office, email at [usaidnepalhr@usaid.gov](mailto:usaidnepalhr@usaid.gov)
5. **POSITION TITLE:** FSN-07 Administrative Assistant
6. **NUMBER OF VACANCIES:** One (1)
7. **MARKET VALUE:** Final compensation will be negotiated within the market value for the position equivalent to **FSN-07** level in accordance with AIDAR Appendix J and the Local Compensation Plan (LCP) of U.S. Embassy-USAID/Nepal. The LCP consists of the local salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation.
8. **PERIOD OF PERFORMANCE:** Estimated to start o/a June 1, 2024, through o/a May 31, 2029 (depending on the security clearance process)

*Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply.*

9. **PLACE OF PERFORMANCE:** Kathmandu, Nepal With possible travel as stated in the Statement of Duties.
10. **ELIGIBLE OFFERORS:** All interesting candidates - Cooperating Country Nationals (CCNs)  
*AIDAR, Appendix J. 1 (b) Definitions:*  
(6) "Cooperating country" means the country in which the employing USAID Mission is located.  
(7) "Cooperating country national" ("CCN") means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
11. **SECURITY LEVEL REQUIRED:** Facility and computer access.

**12. STATEMENT OF DUTIES**

**1. General Statement of Purpose of the Contract**

Serves as the Document Control Clerk and Administrative Assistant to the Controller and provides administrative support to that Office. Formats and finalizes all outgoing letters from the Office of the Controller. Receives, reviews, and controls all incoming and outgoing correspondence, and distributes mail and messages for the Office of Controller. Schedules all meetings and appointments for U.S. and FSN staff, particularly with higher level GON officials and with other donor agency representatives. Screens calls and visitors and handles routine matters independently, using tact and discretion in the handling of sensitive financial matters and issues directed to the Controller. Receives, reviews, records, and distributes all incoming vouchers and other payment claims. Scans and files all processed vouchers. Issues and records Bills of Collection. Processes VAT refund requests. Manages and maintains the central financial filing system of the Office of the Controller.

**2. Statement of Duties to be Performed**

The Major Duties and Responsibilities include:

**Administrative Support to the Office of the Controller:**

**40%**

- Provides all administrative support to the Office of the Controller.
- Manage, prioritize and direct the flow of all incoming/outgoing documents and mail to and from the Office of the Controller.
- Arrange logistical and administrative support for visitors on temporary duty (TDY).

- Organize and schedules meetings and appointments for U.S. and FSN staffs, host country government officials and with other donor agency representatives.
- Screens calls and visitors and handles routine matters independently using tact and discretion in the handling of sensitive financial matters issues directed to the Controller or Office of the Controller.
- Serve as office point of contact for any computer problems and ensure operations and management of office equipment. Liaise with the IRM Office and General Services Office to ensure repair and maintenance of computers and office equipment.
- Update and monitors Controller’s Office leave schedule, ensuring that the office is sufficiently staffed at all times.
- Manage the requirements for expendable and non-expendable supplies and maintain adequate stocks on hand to run the office efficiently.
- Orders office supplies and maintains adequate stocks of regularly used supplies.
- Undertakes other administrative and handles special projects or assignments for the Office of Financial Management.

**Financial Duties:** **30%**

- Serves as the Document Control Clerk for USAID/Nepal.
- Receives invoices and claim vouchers for payment and date stamps them.
- Reviews voucher for completeness, i.e. accuracy of payment information, completeness of supporting documentation and administrative approval.
- Records vouchers in Phoenix and Voucher Tracking System and assigns vouchers to the Voucher Examiners for processing payments.
- Maintains and prepares Vendor Document in Phoenix and forwards to Cairo Phoenix Support for processing.
- Scans completed vouchers and files all voucher documents (scanned or electronically received) in the Agency’s document retention software ASIST.
- Provides support as needed in the Voucher Section including processing and filing vouchers.

**Accounts Receivable:** **10%**

- Records all Bills for Collection in Phoenix and issues Bills of Collection to the respective personnel and ensures that Bills for Collection are settled on time. If necessary, follows up on any outstanding Bills for Collections.
- Upon receipt of OF-158, General Receipt from Embassy Cashier, promptly posts transactions of receipts to maintain current and accurate balance.
- Processes the VAT refund requests.

**Filing Responsibilities:** **10%**

- Manages and maintains a central financial filing system of Office of the Controller.
- Ensures proper filing (electronically and hard copies) and easy retrieval of all documents for Program Activity and Project files, Operating Expenses files, Paid Voucher Data files, Payroll and Personnel files and other OFM documents as deemed necessary.
- Responsible for the retirement of official files as prescribed by the Disposition Handbook after consultation with the office sections.

**Timekeeping Duties:** **10%**

- Performs role of principal timekeeper for the Office of the Controller.
- Coordinates timekeeper submissions of WebTA for USPSC and USDH employees to ensure timely processing of payroll. Ensures timely and accurate submission of Time & Attendance data to the NFC Pay, Washington for processing and follow-up with corrections and adjustments as necessary.

**3. Supervisory Relationship**  
The jobholder reports directly to the Controller or his/her designate.

**4. Supervisory Controls**  
None

**13. PHYSICAL DEMANDS**  
The work requested does not involve undue physical demands.

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

**a. Education:** Completion of Higher Secondary Level education (10+2) is required. A bachelor’s degree or equivalent

education is desirable.

- b. Prior Work Experience:** Minimum of Three (3) years of progressively responsible related work experience in a similar field. Good knowledge of normal business practices and office administration procedures. Work experience in accounting is preferred.
- c. Language Proficiency:** Must have Level IV English ability (fluent). Fluency in Nepali language is required.
- d. Job Knowledge:** Good knowledge of administrative procedures. Understanding of accounting principles and practices. Good operational knowledge of Microsoft Office packages i.e. MS Word and Excel. An ability to quickly gain a thorough knowledge of agency regulations (ADS) regarding office management, secretarial, time keeping, voucher processing, and travel procedures is required. Knowledge of relevant GON administration regulations is also useful.
- e. Skills and Abilities:** Strong skills in office administration are needed. The employee needs to be able to work independently, to establish priorities, and to deal comfortably with all Office of Controller counterparts and customers.

Once hired, the jobholder will develop an understanding of Diversity, Equity, Inclusion and Accessibility (DEIA) principles and will be expected to demonstrate them as part of the position responsibilities. S/he must participate in diversity, equity and inclusion training and demonstrate the ability to explain how they can effectively be integrated into development programming and the workplace environment.

A good knowledge of Nepali work culture, language and Nepal development issues and context is required so as to be able to communicate effectively and work collaboratively with stakeholders at the local levels.

### III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee (TEC) may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

Following the application packages initial screening by the USAID/Caucasus HR Unit, the offerors meeting the minimum qualifications (*see section II above*) will be evaluated by the TEC and may be invited to participate further, including a language examination, writing test, and potentially interview. Any offeror not receiving satisfactory reference checks will no longer be considered for the position.

Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

#### 1. Work Experience/30 points:

- The extent of their demonstrated experience as an Administrative Assistant for a team of approximately 10-12 people.
- 3 years of progressively responsible related work experience in a similar field.
- The complexity of past or current job roles with Administrative Assistant responsibility dealing with tight deadlines, multiple priorities, and occasionally competing stakeholders.
- Good knowledge of normal business practices and office administration procedures. Work experience in accounting is preferred.
- The level of experience in managing an office with frequent travel, outside meetings with partners and GoN counterparts.

#### 2. Knowledge/30 points:

- Knowledge and understanding of basic computer and software applications.
- Knowledge and understanding of office equipment and systems.
- Understanding of accounting principles and practices.

- Knowledge of managing calendars and scheduling meetings.
- Understanding and appreciation of the principles of diversity, equity, inclusion and accessibility (DEIA).
- Thorough knowledge of, or ability to learn, agency regulations (ADS), Federal Travel Regulations (FTR), as well as guidance and regulations from the Foreign Affairs Manual (FAM) and/or Foreign Affairs Handbook (FAH) regarding office management, secretarial, work time and attendance procedures, voucher processing, and travel procedures.
- Knowledge of relevant GON administration regulations is also useful.

**3. Skills and Ability/40 points:**

- Ability to plan, organize and implement workload that can vary significantly from day-to-day and week-to-week.
- Excellent written and verbal communication skills.
- Excellent collaboration and teamwork skills
- Excellent time management skills and ability to prioritize tasks.
- Highly skilled in file management, document tracking, and maintaining calendars or task lists.
- Exceptional knowledge, skills and abilities in drafting memos and correspondences.
- Being able to handle pressure and stress in a healthy manner.
- Ability to respect cultural differences and to promote inclusivity.

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**TOTAL: 100 points**

**Reference check (Pass/Fail)**

Negotiations will be conducted with the most qualified/ highest-ranked offeror at the conclusion of evaluations.

**IV. SUBMITTING AN OFFER**

- a. Eligible Offerors are required to complete and submit:
  1. Application form DS-174, the form in English is at <https://eforms.state.gov/Forms/ds174.PDF>
  2. Resume not to exceed three (3) pages.
  3. Cover Letter of approximately 500-750 words (1 page), expressing how the offeror’s qualifications meet the evaluation and selection factors per section III above.
  4. A List of three most recent professional references with their contact details.

***Offerors who do not submit any of the required documents as mentioned above will not be considered further.***

- b. 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: [usaidnepalhr@usaid.gov](mailto:usaidnepalhr@usaid.gov)**
- c. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

**V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

- a. Once the Contracting Officer (CO) informs the successful offeror about being selected for a contract award, the CO will provide the successful offeror instructions about how to complete and submit the forms required to obtain medical and security clearances.
- b. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** – Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

**VI. LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the appropriate employment forms.

## **VII. BENEFITS/ALLOWANCES**

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

### **BENEFITS:**

- Health Insurance Coverage for the selected candidate and immediate family members
- Variable Contribution Fund (18.33% of the annual base salary)- Employee and Employer
- Annual Bonus payment (1/12 of annual base salary)

### **ALLOWANCES:**

- Miscellaneous allowance NRs. 68,000 annually

## **VIII. TAXES**

Local Employed Staff are responsible for paying local income taxes.

## **IX. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCNPSC and TCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

### **LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. <b>R497</b> ] - Accounting Info: <b>[USAID/Nepal funding]</b>	1	LOT	\$ _TBD ____	\$ _TBD at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
  - **AAPD 21-04 Revision 3** - Executive Order 14042 on ensuring adequate COVID-19 Safety Protocols for Federal Awards - June 6, 2022  
  
*AAPD No. 21-04, ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities.*  
  
*AAPD No. 21-04, ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts*  
*AAPD No. 21-04, ATTACHMENT 6: Overview of Applicability of FAR 52.223-99*
  - **AAPD 21-01** - Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J- March 26, 2021
  - **AAPD 20-08** - Leave and Holidays for CCNPSCs and TCNPSCs, including country leave for qualifying posts for eligible TCNPSCs- December 22, 2020
  - **AAPD 06-08** AIDAR, Appendices D AND J: using the optional schedule to incrementally fund contracts-June 23, 2006

- **AAPD 03-11** Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan – 12/02/03
- 4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.

See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

*USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. USAID/Nepal makes hiring decisions without regard for gender, gender identity, caste, race, ethnicity, disability, marital status, age, or sexual orientation. Diversity, equity, inclusion, and accessibility are among USAID’s core values. We welcome candidates of all backgrounds to apply and highlight in their applications their own diverse backgrounds and experiences that contribute to a more vibrant, dynamic, and inclusive workplace.*



**Position Description**  
**USAID Administrative Assistant, CCNPSC-FSN-07**  
**USAID/Nepal Office of Financial Management**

**BASIC FUNCTION OF THE POSITION:**

Serves as the Document Control Clerk and Administrative Assistant to the Controller and provides administrative support to that Office. Formats and finalizes all outgoing letters from the Office of the Controller. Receives, reviews, and controls all incoming and outgoing correspondence, and distributes mail and messages for the Office of Controller. Schedules all meetings and appointments for U.S. and FSN staff, particularly with higher level GON officials and with other donor agency representatives. Screens calls and visitors and handles routine matters independently, using tact and discretion in the handling of sensitive financial matters and issues directed to the Controller. Receives, reviews, records, and distributes all incoming vouchers and other payment claims. Scans and files all processed vouchers. Issues and records Bills of Collection. Processes VAT refund requests. Manages and maintains the central financial filing system of the Office of the Controller.

**MAJOR DUTIES AND RESPONSIBILITIES (% OF TIME)**

**Administrative Support to the Office of the Controller:**

**40%**

- Provides all administrative support to the Office of the Controller.
- Manage, prioritize and direct the flow of all incoming/outgoing documents and mail to and from the Office of the Controller.
- Arrange logistical and administrative support for visitors on temporary duty (TDY).
- Organize and schedules meetings and appointments for U.S. and FSN staffs, host country government officials and with other donor agency representatives.
- Screens calls and visitors and handles routine matters independently using tact and discretion in the handling of sensitive financial matters issues directed to the Controller or Office of the Controller.
- Serve as office point of contact for any computer problems and ensure operations and management of office equipment. Liaise with the IRM Office and General Services Office to ensure repair and maintenance of computers and office equipment.
- Update and monitors Controller's Office leave schedule, ensuring that the office is sufficiently staffed at all times.
- Manage the requirements for expendable and non-expendable supplies and maintain adequate stocks on hand to run the office efficiently.
- Orders office supplies and maintains adequate stocks of regularly used supplies.
- Undertakes other administrative and handles special projects or assignments for the Office of Financial Management.

**Financial Duties:**

**30%**

- Serves as the Document Control Clerk for USAID/Nepal.
- Receives invoices and claim vouchers for payment and date stamps them.
- Reviews voucher for completeness, i.e. accuracy of payment information, completeness of supporting documentation and administrative approval.
- Records vouchers in Phoenix and Voucher Tracking System and assigns vouchers to the Voucher Examiners for processing payments.
- Maintains and prepares Vendor Document in Phoenix and forwards to Cairo Phoenix Support for processing.
- Scans completed vouchers and files all voucher documents (scanned or electronically received) in the Agency's document retention software ASIST.
- Provides support as needed in the Voucher Section including processing and filing vouchers.

**Accounts Receivable:**

**10%**

- Records all Bills for Collection in Phoenix and issues Bills of Collection to the respective personnel and ensures that Bills for Collection are settled on time. If necessary, follows up on any outstanding Bills for Collections.
- Upon receipt of OF-158, General Receipt from Embassy Cashier, promptly posts transactions of receipts to maintain current and accurate balance.
- Processes the VAT refund requests.

**Filing Responsibilities:**

**10%**

- Manages and maintains a central financial filing system of Office of the Controller.
- Ensures proper filing (electronically and hard copies) and easy retrieval of all documents for Program Activity and Project files, Operating Expenses files, Paid Voucher Data files, Payroll and Personnel files and other OFM documents as deemed necessary.
- Responsible for the retirement of official files as prescribed by the Disposition Handbook after consultation with the office sections.

**Timekeeping Duties:**

**10%**

- Performs role of principal timekeeper for the Office of the Controller.
- Coordinates timekeeper submissions of WebTA for USPSC and USDH employees to ensure timely processing of payroll. Ensures timely and accurate submission of Time & Attendance data to the NFC Pay, Washington for processing and follow-up with corrections and adjustments as necessary.

**QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

- Education:** Completion of Higher Secondary Level education (10+2) is required. A bachelor's degree or equivalent education is desirable.
- Prior Work Experience:** Minimum of Three (3) years of progressively responsible related work experience in a similar field. Good knowledge of normal business practices and office administration procedures. Work experience in accounting is preferred.
- Post Entry Training:** On-the-job training in USAID filing and correspondence preparation and training in the Phoenix Accounting System is required.

**CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.**

- Language Proficiency:** Must have Level IV English ability (fluent). Fluency in Nepali language is required.
- Job Knowledge:** Good knowledge of administrative procedures. Understanding of accounting principles and practices. Good operational knowledge of Microsoft Office packages i.e. MS Word and Excel. An ability to quickly gain a thorough knowledge of agency regulations (ADS) regarding office management, secretarial, time keeping, voucher processing, and travel procedures is required. Knowledge of relevant GON administration regulations is also useful.
- Skills and Abilities:** Strong skills in office administration are needed. The employee needs to be able to work independently, to establish priorities, and to deal comfortably with all Office of Controller counterparts and customers.

Once hired, the jobholder will develop an understanding of Diversity, Equity, Inclusion and Accessibility (DEIA) principles and will be expected to demonstrate them as part of the position responsibilities. S/he must participate in diversity, equity and inclusion training and demonstrate the ability to explain how they can effectively be integrated into development programming and the workplace environment.

**POSITION ELEMENTS:**

- Supervision Received:** Employee reports directly to the Controller or his/her designate.
- Supervision Exercised:** None.
- Available Guidelines:** AID Handbooks, ADS, Mission Policies, Mission Orders, FM Toolbox, and the Communications & Records guidelines on existing office procedures, etc.
- Exercise of Judgment:** Guidelines and regulations often are not directly applicable to the case at hand or are not clear, and as a result, the incumbent's work requires good judgment skills.
- Authority to Make Commitments:** None.
- Nature, Level, and Purpose of Contacts:** The position requires frequent contact with officials and staff from USAID/Nepal and counterpart organizations, other USAID Missions, vendors, and contractor/grantees. The position requires the ability to explain clearly and convincingly financial requirements and regulations and to propose and reach agreement on solutions to problems encountered.
- Time Expected to Reach Full Performance Level:** One year.