



**USAID**  
FROM THE AMERICAN PEOPLE

**SRI LANKA**

**SOLICITATION #:** 04-23

**ISSUANCE DATE:** May 22, 2023

**CLOSING DATE/TIME:** June 09, 2023

**SUBJECT:** USAID/Sri Lanka and Maldives Employment Opportunity Solicitation for a Records and Correspondence/Procurement Supply Assistant (FSN-08)

**TO:** All Interested Applicants

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified Sri Lankan citizens to provide services as Records and Correspondence/Procurement Supply Assistant (FSN-08) under a Personal Services Contract (PSC), as described in the attached solicitation. The place of performance for this position will be Colombo, Sri Lanka.

Submission shall be in accordance with Attachment 1 of this solicitation, at the place and time specified. Interested applicants must submit all the materials required by the solicitation and should retain for their records copies of all enclosures which accompany their applications. Only short-listed applicants will be contacted.

Submission will only be accepted via [hrcolombo@usaid.gov](mailto:hrcolombo@usaid.gov) by the closing date, June 09, 2023. Incomplete, unsigned, or late applications will not be considered. Phone calls or e-mail to any address other than the one specified in this solicitation will not be accepted.

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 regarding this solicitation should be in writing and directed to the undersigned at: [hrcolombo@usaid.gov](mailto:hrcolombo@usaid.gov).

Sincerely,

Julie Ota  
*Contracting Officer*

## **ATTACHMENT 1**

### **I. GENERAL INFORMATION**

1. **SOLICITATION NUMBER:** 04-23
2. **ISSUANCE DATE:** May 22, 2023
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** June 09, 2023, at 1700 hours Sri Lanka Time
4. **POINT OF CONTACT:** HR Specialist, e-mail at [hrcolombo@usaid.gov](mailto:hrcolombo@usaid.gov)
5. **POSITION TITLE:** Records and Correspondence/Procurement Supply Assistant
6. **MARKET VALUE:** Equivalent to CCNPSC Grade **08 (Step 1 USD 9,807/- to Step 14 USD 16,372/- per annum)** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of **USAID, Sri Lanka**. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Renewable contract(s) contingent upon overall satisfactory performance, continued need of the position, and availability of funds. Estimated to start upon completion of the recruitment process and obtaining necessary clearances.
8. **PLACE OF PERFORMANCE:** Colombo, Sri Lanka
9. **ELIGIBLE OFFERORS:** All applicants must be Sri Lankan citizens; the applicant is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
10. **MEDICAL AND SECURITY CLEARANCE:** The selected candidate must be able to obtain the required U.S. Government security and medical clearances in advance of hiring. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made will be rescinded. Details on how to obtain the clearances will be provided once a job offer is made and accepted. You must be available to start work as soon as valid medical and security clearances are obtained. This availability must be indicated in your cover letter.

### **11. STATEMENT OF DUTIES**

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

The USAID Records and Correspondence/Procurement Supply Assistant position is located in the Executive Office (EXO) at the United States Agency for International Development (USAID)/Sri Lanka & Maldives. USAID/Sri Lanka and Maldives Executive office is responsible for Human Resources, Travel, Procurement, Information Technology, General Services and Records Management for the mission. The job holder independently manages Procurement and Correspondence & Records (C&R) Management procedures within the mission. S/he will be responsible for procurement processes and actions through various procurement channels available under the Simplified Acquisition/Micro Purchase procedures using Global Acquisition and Assistance System (GLAAS)/Ariba requests through General Services Office (GSO)/Procurement in accordance with the agency requirements. S/He will

be the main point of contact for voucher processing in coordination with the Office of Financial Management (OFM).

2. *Statement of Duties to be Performed*

**PROCUREMENT, PAYMENT AND VOUCHER PROCESSING: 40 %**

- a) Supports administrative procurement requisitions through the U.S. Embassy ARIBA procurement system and serves as a Requestor in the Global Acquisition and Assistance System (GLAAS).
- b) Works with the EXO and OFM staff to determine funds availability and prioritizes requests, reviews correspondence for necessary actions and submits for procurement request approval. Ensures all purchases are made following USG and Agency procurement regulations (such as the Federal Acquisition Regulations (FAR) and Agency Directives System (ADS)) and within the designated fiscal year.
- c) Coordinates with external vendors to receive quotations, and to receive goods and services on time.
- d) Monitors agreements and contract renewals for telecom lines, newspapers, satellite TV, photocopier services and other EXO/GSO related agreements.
- e) Maintains a tracking system of all procurement documents, from purchase requests to receipt of procured goods or services; coordinates with the GSO and the United States Dispatch Agency when required on initiation of all needed customs exemption requests for goods to allow smooth and prompt customs clearances process for all incoming shipments; and files insurance claim for any pilferage, lost or damaged goods, and takes all necessary actions until satisfaction.
- f) Ensures that the procurement file and associated correspondence are complete, comprehensive, distributed to appropriate entities and properly archived, uploaded to the Agency Secure Image Storage and Tracking System (ASIST) in accordance with the Agency requirements.
- g) Updates a variety of worksheets containing market data, list of suppliers. Responds to requests for information from USAID/Washington, D.C. or otherwise, including data calls and specific enquiries.
- h) Monitors use of cell phones and landlines, processing vouchers for payments and works with OFM on timely bill payments.
- i) Reviews administrative procurement invoices for correctness and prepares vouchers for payments.
- j) Follows up with vendors for the delivery of procured goods and services and ensures invoices are submitted in a timely manner. Collaborates with the Voucher Examiner to evaluate invoices against purchase orders, receiving reports for goods or certification of completion for services and prepares appropriate supporting documents and vouchers before uploading to ASIST for payment.
- k) Voucher preparation for Utilities (e.g. electricity, water) for USAID occupied residences

**2. RECORDS MANAGEMENT: 20%**

- a) Administers and maintains the filing system for USAID/Sri Lanka & Maldives. Establishes procedures for the destruction of records, and for the retention, storage, retirement, and archiving of documents. Assists and directs the record management activities of Files Custodians/Administrative Assistants in each Mission office. Serves as an expert on ASIST filing requirements and system operations. Reviews files in temporary storage, and

advises File Custodians when destruction dates arrive. Obtains Team Leader's approval for disposal, and coordinates actual disposal. Maintains the remote files storage area. Retrieves records upon request, responds to requests for information, research files, and provides assistance to Mission staff. Ensures that all official records are categorized properly in accordance with Automated Directives System (ADS) 502.

b) Periodically reviews records in the local storage area and selects those that are eligible for destruction or shipment to USAID/Washington, D.C. office (W) Records Depository for permanent storage.

c) Responsible for the Disaster Recovery (Vital Records) program. Coordinates and manages the vital records program in the Mission and ensures compliance with USAID/Washington regulations; provides guidelines and procedures to ensure that records which are critical to the continuity of essential USAID activities have been identified and can be accessed immediately; provides reminders to the Mission on submission deadlines; consolidates all annual submissions of vital records forms and submit to USAID/Washington Records.

d) Trains local files custodians and administrative staff in proper classification, maintenance and disposition of records and files in accordance with ADS 502 procedures, USAID/Washington regulations and procedures, and Mission File Plans. Conducts in-house training in USAID Communications and Records management for file custodians and other personnel involved with records management, and preparation of cables and other correspondence. Works with file custodians to properly store, organize, maintain and dispose electronic records.

e) Works closely with the file custodians in maintaining good records management practices when storing electronic documents and when setting-up an electronic filing and retrieval system in the shared drive to organize and preserve electronic files. The electronic filing system should mirror the paper file to some extent using standard naming conventions but should be less complex and up to date.

f) Conducts surveys of records maintenance and disposition practices in USAID offices to determine whether offices are complying with Agency records management guidelines and are deriving maximum benefits from the use of their records.

g) Periodically reviews office file maintenance/record-keeping to provide guidance and advice to file custodians/record-keepers to ensure filing systems are maintained efficiently and effectively.

h) Prepares Mission Records Inventory and Disposition Plans for submission to USAID/Washington.

### **3. PROPERTY, INVENTORY AND SPACE MANAGEMENT**

**20%**

a) Coordinates with the U.S. Embassy on office space maintenance, and places work orders for office needs and coordinates with Facilities. Maintains space seating chart for USAID space.

b) Responsible for overseeing GSO/Facilities requirements for the designated USAID Mission Director (MD) residence and managing the USAID owned inventory at the MD residence. Provide annual inventory report to USAID/OMD.

c) Oversees mileage and fuel entries for MD vehicle in Integrated Logistics Management System (ILMS) and manages MD vehicle maintenance. Processes myServices/ Ariba requests accordingly.

d) Manages the expendable supplies for USAID in coordination with U.S. Embassy GSO and serves as the "Receiving Official" for USAID procurements. Manage and record keeping of USAID Expendable supplies, Mobile Phone Inventory and connections.

- e) Assists USAID IT section in ordering IT needs through MCIO recommended vendors, through ARIBA third party vendors. Receives IT supplies through GSO warehouse receiving section and assists USAID IT on inventory record keeping. Manages IT related contracts and tracks/ leads the trouble shooting actions as advised by the USAID IT staff. Coordinate with USAID IT section on IT supplies (Laptops, Phones) for new and departing USAID staff members.
- f) Responds to other USAID headquarters data calls as necessary.

**4. GENERAL SERVICES/INFORMATION TECHNOLOGY SUPPORT 20 %**

- a) Coordinates with technical offices for logistics support for official meetings and events. Provides logistical support for travelers, special events, and VIP visits as requested by the EXO. Assists escorting USAID official visitors, vendors, employment candidates.
- b) Responsible for mail, invitations and special deliveries to Government of Sri Lanka (GOSL) officials, implementing partners and other outside organizations.
- c) Coordinates with the U.S. Embassy GSO on implementing partner vehicle revenue license renewals, maintaining implementing partner vehicle inventory, and coordinating logistics with the U.S. Embassy GSO for the vehicle disposal through auctioneer.
- d) Provides basic troubleshooting for meeting venues, assisting USAID events and providing first level assistance on log in issues in coordination with IT staff.

*3. Supervisory Relationship*

Reports to the Executive Officer and the Deputy Executive Officer. Supervision of work is on a day-to-day basis with closely defined work objectives and tasks. Supervisors authorize and sign requests and set deadlines for completion of work.

*4. Supervisory Controls*

The supervision of other USAID staff is not contemplated.

*5. Available Guidelines*

Guidelines are in the ADS and all handbooks that are still in force.

*6. Exercise of Judgment*

Judgment and control in obtaining assistance from supervisors and various coworkers; patience and tact when dealing with vendors and employers. Judgment is also required in establishing local records mismanagement procedures, such as the determination of whether or not certain records can be maintained on a decentralized basis. Tact and diplomacy are involved in explaining records management requirements conducting inspections and inventory, and in resolving associated problems.

*7. Authority to Make Commitments*

None

*8. Nature, Level, and Purpose of Contacts*

The job holder has frequent and daily contact with all members of the USAID staff, especially the program assistants, and some U.S. Embassy staff

*9. Time Expected to Reach Full Performance Level*

One year

*10. Physical Demands*

The work requested does not involve undue physical demands.

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

Any application that does not meet the requirements stated below will not be evaluated. Only short-listed applicants will be contacted. If you have not been contacted within one month from the closing date of this advertisement, please consider your application unsuccessful.

- a. **Education:** Completion of at least two years of post-secondary education in the field of Logistics Management, Business Administration, or Office Management or relevant field is required.
- b. **Prior Work Experience:** The applicant must have at least three years of experience in procurement, property management, business administration, or administrative/ general office management.
- c. **Post Entry Training:** The incumbent is required to have specialized training in Records Management. S/he will also need GLAAS Requestor and ASIST training
- d. **Language Proficiency:** Level IV of both written and spoken English and Sinhala or Tamil required.
- d. **Job Knowledge:** Basic familiarity with USAID rules and regulations and office procedures as related to records management work, mail handling, copy and scanning machines, computer use, and supply and voucher tracking systems.
- e. **Skills and Abilities:** Ability to read and understand mail, indexing and file management and disposition systems and procedures filling out forms; good communication skills; skills in maintaining and operating computer and photocopy equipment are required.

## **EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The Contracting Officer (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>.

To be considered for this position, applicants must meet the required qualifications stated above. For those who it is determined meet the required qualifications, further consideration and selection will be based on panel assessment of the Selection Criteria listed below:

- a. Prior Work Experience
- b. Language Proficiency

- c. Job Knowledge
- d. Skills and Abilities
- e. Reference Verification

Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application and reference checks. References will be asked to assess the applicant's technical knowledge, work performance, communication skills, and group dynamics, using the above criteria.

USAID reserves the right to conduct interview with the top ranked short-listed applicants. The interview will be one of the determining factors in the final selection.

### **SUBMITTING AN APPLICATION**

**Step 1:** Visit the following website: <http://www.usaid.gov/sri-lanka/careers> and download Form DS-174: Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (also at <https://www.usaid.gov/documents/1860/ds-174-form>).

**Step 2:** Complete Form DS-174. The applicant must answer all the questions in the form.

**Step 3:** Compile the below documents as one attachment:

1. Completed Form DS-174 (Incomplete forms will is not accepted)
2. Cover letter explaining your qualifications for the position
3. Updated curriculum vitae/resume (no more than five pages)
4. Names of at least five references with current telephone numbers and e-mail addresses
5. Copies of all relevant certificates

**Step 4:** Submit the attachment via email to [hrcolombo@usaid.gov](mailto:hrcolombo@usaid.gov).

**Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors:** The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.\**See "Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042" in Section VI below*

### **III. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

- (1) Conditional Offer Letter
- (2) Salary Offer Letter
- (3) Security Eligibility
- (4) Medical Clearances or Statements
- (5) Other required documents
- (6) Negotiation memo with responsibility determination

### **IV. BENEFITS AND ALLOWANCES**

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

**BENEFITS:**

- (1) Christmas Bonus

**ALLOWANCES (as applicable):**

- (1) Medical Allowance
- (2) Miscellaneous Benefit allowance

## **V. TAXES**

LE Staff are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

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

USAID regulations and policies governing CCN and TCN PSC 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)

### **PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES**

#### **Subpart 52.2—Text of Provisions and Clauses**

#### **52.223-99 ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)**

(a) *Definition.* As used in this clause - *United States or its outlying areas* means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) *Authority.* This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) *Personal Services Contracts with individuals.* As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)



**Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042**

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, “Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

- (2) **Contract Cover Page** form **AID 309-1** available at <https://www.usaid.gov/forms/aid-309-1>. Pricing by line item is to be determined upon contract award as described below:

**LINE ITEMS**

(A) ITEM NUMBER	(B) SUPPLIES/ SERVICES (DESCRIPTION)	(C) QUANTITY	(D) UNIT	(E) UNIT PRICE	(F) AMOUNT USD
0001	<b>Compensation</b> Basic Salary = Grade (equivalent): 8 Step (equivalent): (XX) <i>as per the Local Compensation Plan (LCP)</i>	1	USD	XXX	XX
0002	<b>Benefits</b> Medical Allowance Misc. benefit allowance Bonus EPF ETF Total other cost	1 1 2	USD USD Months	XXX	XX
	<b>Grand total payable in contract</b>			<b>XXX</b>	
	Contract Daily Rate /1			XX	
	Contract Hourly Rate /1			XX	

- (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>
- (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 PSC 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).