



USAID | JORDAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72027823R10010
ISSUANCE DATE: September 14, 2023
CLOSING DATE/TIME: September 27, 2023
11:59 p.m. Amman local time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC - Local Compensation Plan)

Dear Prospective Applicants:

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

Applications must be in accordance with **Sections I through VIII** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID/Jordan to award a Personal Services Contract (PSC) nor does it commit USAID/Jordan to pay any cost incurred in the preparation and submission of the applications.

Any questions must be directed in writing to the Point of Contact specified in point 09 Section I General Information.

Sincerely,

Ellen Zehr Digitally signed by Ellen Zehr
Date: 2023.09.13 15:06:32
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Ellen M. Zehr
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72027823R10010
- 2. OPEN TO:** All Interested Jordanian Citizens
- 3. ISSUANCE DATE:** September 14, 2023
- 4. CLOSING DATE/TIME:** September 27, 2023, 11:59 p.m. Amman Local Time
- 5. POSITION TITLE:** Project Accountant
Financial Management Office

PERIOD OF PERFORMANCE: The contract will be for a base period (between one to three years) and based on the Agency needs, the Contracting Officer may exercise (an) additional option period(s). If the U.S. Government exercises this option, the total duration of this contract, including the exercise of any options, shall not exceed five (5) years. Employment under this contract is of a continuing nature. The duration of the contract 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.

6. MARKET VALUE (SALARY PER ANNUM): **JOD 24, 166 – JOD 39, 870** Equivalent to **Grade FSN-10**
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Jordan. Final compensation will be negotiated within the listed market value (Salary).

- 7. PLACE OF PERFORMANCE:** Amman, Jordan
- 8. SECURITY LEVEL REQUIRED:** Facilities Access/Employment Authorization
- 9. POINT OF CONTACT:** All questions should be directed to:
ammanresumesusaid@usaid.gov

10. STATEMENT OF DUTIES:

USAID/Jordan has an immediate vacancy for a Project Accountant position at the Financial Management Office (FMO). The work schedule is 40 hours per week and the workweek is Sunday-Thursday.

The incumbent is a focal point of contact regarding the financial management and integrity of the Mission's Operational Expense (OE) and/or program support (PFOC) budget analysis and accounting systems. The incumbent is largely responsible for and leads the formulation of assigned areas within the Mission Comprehensive OE and/or PFOC budget, including identifying, reviewing, analyzing, and reporting for these funding sources, as assigned. The incumbent also reviews, processes, and reconciles complex accounting transactions encompassing the Mission's Program Implementation Budget, including the Cash Transfer Program.

The incumbent coordinates the calculation, documentation and posting of quarterly accruals to the Phoenix accounting system; prepares pipeline and project status reports; and maintains vendor records within Phoenix.

The incumbent provides advanced budget and accounting advice and guidance to different members of the Mission. The incumbent, with direction from the Deputy Chief Accountant, delivers periodic budget and/or accounting management training to the Mission technical staff. S/he reviews applicable government-wide accounting reports and reconciles disbursements. In addition, the incumbent is responsible for the performance of complex accounting and funds aging analysis of the Mission's comprehensive pipeline, including Unexpended Obligations. The incumbent works under the direct supervision of the Deputy Chief Accountant, but also may receive guidance from the Chief Accountant when needed.

Major Duties and Responsibilities:

Accounting Operations

The incumbent is responsible for maintaining and implementing USAID accounting policies and procedures, as they apply to the operation of the accounting systems, primarily Phoenix, and other required subsidiary systems for all appropriated funds allowed to the Mission. The incumbent ensures the integrity, quality and accuracy of all financial data recorded in these systems. The incumbent will be concurrently focused on all accounting activities related to Program funds and Operating Expense funds, as applicable, notably for cost allowability and accuracy.

Provides clearance and advanced procedural advice pertaining to regulations, policies, and availability of funds for Forward Funding and appropriate usage of funding sources prior to commitment and/or obligations actions.

Provides advice and assistance to Mission personnel, notably CORs and AORs, on all applicable USAID policy and procedures requirements, including financial system user guidance.

Advises Technical Offices, Office of Acquisitions and Assistance, and Program Management Office personnel on cost elements of activities, aging status of funds, special analyses of program activities, and provides accounting information support to program activity teams.

Monitors and implements pre-validation techniques to ensure that obligations do not exceed available funds and ensures obligations are used for legitimate program or operational needs.

Leads the 1311 Review validation process of unliquidated funds prior to de-obligation action.

Reviews all inter- and intra-accounting, IPAC, transactions and journal voucher adjustments before posting to the official records. The incumbent conducts periodic reviews to ascertain the validity of recorded obligations in accordance with regulatory requirements. Prepares and submits for supervisory review, funding citation data requested for all types of obligations via GLAAS, E2i, other systems, or on paper documents, as appropriate.

Prepares and submits for supervisory review all funding data provided in Modified Acquisition & Assistance Request Documents (MAARDS) prior to recording and capturing all the necessary commitment information in the accounting system.

Prepares and submits for supervisory review the Master Funding Documents (MFD) used to incrementally fund payroll actions.

Ensures the accuracy of all recorded accounting information, including the selection of proper accounting codes, and that documentation support meets Agency requirements.

Reviews and submits for supervisory approval request for contract close-out actions, including letters of credit. Creates new vendor records within the accounting system. Performs and submits for supervisory review monthly 1221 and 224 reconciliations, including eCART.

OE & PFOC Budget Formulation

As a member of the accounting team, the incumbent is responsible for the formulation and drafting of the yearly budget request (OE or PFOC, as assigned.) normally submitted to the Bureau two years in advance. Leads the budgeting projections and prior year expenditure analysis adjusting projected amounts as necessary. Drafts the budget justification narrative, as supported by budget scenario analysis.

Assists and supports technical staff in the preparation, adjustment and analysis of all related external accounting activity to ensure accurate reporting and financial management responsibility.

Responsible for the periodic reviews of the approved yearly budget levels (OE and /or PFOC budget, as assigned). Updates budget line-item projections based on information gathering and ongoing analyses. Monitors execution of the budget conducting actual-vs-projected analysis focusing on past expenditure activity and updated cost projections of all budget line items.

Ensures that the projected budget is in full compliance with Bureau authorized levels, including for OE, PFOC and Trust Fund apportionments.

Estimates annual funding requirements for Foreign Service National salaries, benefits, training, travel, and other related support costs needed to support mission operations.

Tracks actual expenditures against the budget, provides variance analysis, and prepares documentation (MAARDs) to provide incremental funding to support contracts or other obligations when needed.

Project Reporting

The incumbent is responsible for the completeness and accuracy of the Mission's project reporting system (MAPPR). MAPPR is used to create pipeline and project status reports and to track program support expenditures. The incumbent maintains project mapping tables and project reference data within MAPPR that are used to produce project reports. The incumbent will produce quarterly pipeline reports and periodic project status reports for use by Technical Offices, the Front Office, and the Financial Management Office.

Project Accruals

The incumbent is responsible for ensuring the accuracy, timeliness, and documentation of quarterly project accruals.

Provides guidance and support to all CORs/AORs in formulating accruals that accurately reflect implementation partner (IP) liabilities at the end of each quarter. The incumbent ensures that accruals worksheets are timely provided by technical offices allowing proper lead time to enable review of the accrual amounts and supporting documentation. The Incumbent is responsible for posting the accruals to Phoenix ensuring compliance with deadlines established by USAID/Washington.

Supervisory Relationship

Reports to the Deputy Chief Accountant or his/her designee.

Supervisory Controls

The supervision of other staff is not contemplated.

Other significant Factors

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. AREA OF CONSIDERATION

To meet basic eligibility requirements, the applicant must be a Jordanian citizen and must submit a complete application as outlined in the section titled APPLYING. The selected applicant is required to undergo and successfully pass a medical and security clearances.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applications will be initially screened for eligibility in accordance with the qualification criteria below. Applicants must address each criterion in their application to meet the below minimum qualifications for this position.

- a. **Education:** Possession of a bachelor's degree (4 years) in one of the following areas: Accounting, Business Administration, Finance, Banking is required. Also, additional experience may NOT be substituted for Education. **Supporting documentation (i.e., a copy of University Degree must be included in the application for eligibility purposes).**
- b. **Prior Work Experience:** At least five years of progressively responsible experience in public or private accounting formulating and tracking budgets, reporting on financial results, and providing general accounting services, including the calculation of accruals/liabilities/accounts payables and reconciliation of accounts.
- c. **Language Proficiency:** Level IV (fluent) English and Arabic proficiency for both oral and written communication is required. At Level IV, an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A minimum score of 785 on the TOEIC exam (Listening & Reading components only) is required. Examination scores must have been recorded within the last five years; or else, candidates will be tested again.
- d. **Skills and abilities:** The incumbent is required to have a thorough knowledge and understanding of professional accounting principles, theories, practices and terminology. S/he must have a high level of accuracy, attention to details, punctuality, and document control; excellent analytical skills to analyze complex budget and accounting procedures and regulations; identify and select best practices; prioritize and multitask to perform all assigned tasks in a timely manner; must have demonstrated creativity to develop solutions to complex budget and accounting issues. Must have demonstrated

ability to understand the capabilities of complex Accounting and Budgeting management systems. Must have demonstrated computer skills in specialized software including Windows and the Microsoft Office Suite. Must have excellent interpersonal skills to effectively communicate with non-financial personnel. Must have the ability to work with several competing priorities and meet tight deadlines. Must have demonstrated ability to effectively work within a diversified team structure. Must have an ability to lead small teams.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with applicants 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 applicants 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 applications 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 applicants in the competitive range to the greatest number that will permit an efficient competition among the most highly rated applications. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Applicants who do not meet the minimum education and experience requirement will not be contacted.

Applicants who meet the minimum education and experience requirement will be further evaluated based on the evaluation criteria mentioned below:

- | | |
|--|------|
| a. Prior work experience | 20 % |
| b. Language Proficiency (written and verbal) | 30 % |
| c. Skills and abilities | 50 % |

At each step of the evaluation process, the contracting officer may establish a competitive range. Only applicants who meet the minimum qualifications (education and years of relevant work experience) will be invited to take an English language test (TOEIC). Applicants with passing TOEIC scores may be further assessed through a written technical skills test to assess the candidates' qualifications in any of the evaluation criteria listed above. Only the top-ranked applicants from the written technical skills test will be invited for an interview.

USAID/Jordan will conduct reference checks, including references from individuals who have not been specifically identified by the applicants, and may do so before or after an applicant is interviewed. USAID/Jordan may use all reference information obtained to evaluate an applicant's suitability for the position.

The Contracting Officer (CO) reserves the right to waive any step during the selection process.

USAID will screen for nepotism/conflict of interest in determining successful candidacy. Internal employees must have completed 52 weeks of employment in their current position before being eligible to apply. If an internal employee's Human Resources Officer approved a waiver, the waiver must be included in the application package for eligibility purposes.

IV. SUBMITTING AN APPLICATION (APPLYING)

To ensure consideration of application for the intended position, applicants must prominently reference the solicitation number in the application submission. Eligible applicants are required to complete and submit the following as a complete application package:

- a. A cover letter (no more than one page) demonstrating how education, experience, and skills address the requirements listed under required qualifications.
- b. A current curriculum vitae.
- c. Copy of the Jordanian National ID and/or Jordanian Passport.
- d. Copy of University degree (English or Arabic).

Failure to submit any of the above required documents will mark your package incomplete and will eliminate your application from the recruitment process even if you were qualified.

Applications must be received by the closing date and time specified in Section I, item 4, and submitted to the ammanresumesusaid@usaid.gov. Application forms can be accessed from the Embassy website: <https://jo.usembassy.gov/embassy/jobs/>

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer (CO) or his/her designee informs the successful applicant about being selected for a contract award, the CO or his/her designee will provide the successful applicant with instructions on how to complete and submit the required documents related to mandatory medical and security clearances.

Failure of the selected applicant to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked applicant.

VI. BENEFITS AND ALLOWANCES

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

- Basic Salary within the advertised market value.
- Transportation & Miscellaneous Allowances.
- 13th & 14th Month Bonuses.
- Subscription to the Jordanian Social Security.
- Subscription to the Mission's Provident Fund Program.
- Medical Insurance (Employee & Family).
- Life Insurance (Employee only).

Funds for Social Security, retirement, pension, vacation, or other cooperating country programs as required by local law shall be deducted and withheld in accordance with laws and regulations and rulings of the cooperating country or any agreement concerning such withholding entered between the cooperating government and the United States Government.

VII. TAXES

Based on Department of State policies and regulations, the U.S. Mission cannot withhold income tax deductions for Jordanian Locally Employed (LE) Staff. LE Staff employees are obliged to observe the laws and regulations of the Jordanian Government. Employees must individually file and comply with applicable Jordanian income tax laws in a timely manner.

VIII. 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/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
3. **Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs)** for Cooperating Country National Personal Services Contracts (CCNPSC) 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 Personal Services Contractor who has entered 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
6. **FAR Provisions Incorporated by Reference**

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	June 2023
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