



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 11/017
ISSUANCE DATE: August 7, 2017
CLOSING DATE/TIME: August 22, 2017

SUBJECT: Solicitation for a Cooperating Country Personal Service Contractor (CCNPSC)
– ***ADMINISTRATIVE ASSISTANT/TIME AND ATTENDANCE SUPERVISOR***

Dear Prospective Applicants:

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

Application must be in accordance with **Attachment 1, Sections I through IV** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application 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 application.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Andrew Posacki

U.S. Agency for International Development
US Embassy
Entoto Road
P. O. Box 1014
Addis Ababa, Ethiopia

Tel. : 251-11-306002
Fax : 251-11-242438
Website: www.usaidethiopia.org

USA Address:
2030 Addis Ababa Place
Washington, DC 20521-2030

A/Supervisory Executive Officer
**Solicitation for Cooperating Country National (CCN)
Personal Services Contract (PSC)
Administrative Assistant/FSN Time and Attendance Supervisor**

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 11/17
- 2. ISSUANCE DATE:** AUGUST 7, 2017
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** AUGUST 22, 2017 before and/or on 5:00 PM (Ethiopian local time)
- 4. POSITION TITLE:** ADMINISTRATIVE ASSISTANT/
TIME AND ATTENDANCE SUP.
- 5. MARKET VALUE:** FSN 07 - \$10,501.- \$18,901per annum
In accordance with **AIDAR Appendix J**
and the Local Compensation Plan of
USAID/ Ethiopia. Final compensation
will be negotiated within the listed
market value.
- 6. PERIOD OF PERFORMANCE:** 5 YEARS
- 7. PLACE OF PERFORMANCE:** US EMBASSY, ENTOTO ROAD
- 8. SECURITY LEVEL REQUIRED:** RSO CERTIFICATION
- 9. STATEMENT OF DUTIES**

- 1. *General Statement of Purpose of the Contract:*** The incumbent serves as the Administrative Assistant for the Office of Financial Management and performs a full range of secretarial and administrative functions. The Administrative Assistant is responsible for the American payroll and the Foreign Service National Time and Attendance Reporting to FSC/Charleston ensuring that any issues related to the American and FSN payroll are followed-up and resolved in a timely manner. S/he serves as the personal assistant to the Controller and Deputy Controller and provides administrative services to all members of the Office of Financial Management. S/he takes dictation and prepares/drafts letters, memoranda and fax/cable communications; maintains the appointment calendars; maintains a full range of files relating to the activities and functions of the Office of Financial Management; assists in the preparation and editing of reports, briefing papers, and other documents produced by the Controller's Office. The candidate collects, compiles, and transmits the time and attendance for the USAID/Ethiopia Foreign Service Nationals to FSC/Charleston and the American payroll to USAID/Washington in a timely manner. Follows-up on all inquiries

received from FSN and USDH employees on payroll issues and responds to questions from Charleston and USAID/Washington concerning FSN and American payroll matters. Ensures that the automated payroll systems are installed and functioning according to the most recent instructions received. Works with the computer systems section to ensure that the most recent software is being used. Compiles both quarterly and annual reports on accrued leave balances for USAID/W reporting.

2. **KNOWLEDGE, SKILLS, AND ABILITIES:** The incumbent for this position should have sound knowledge of office practices and basic filing systems and should be able to maintain the high level of confidentiality required by the position. Should be fluent in the use of Microsoft Word, Excel, Power Point and Access, and Windows. Should have a minimum typing speed of 45 WPM with complete accuracy and be able to take dictation, preferably by shorthand.
 3. ***Supervisory relationship:*** The Administrative Assistant/Time and Attendance Supervisor will not directly supervise employees but will provides oversight, advice and assistance to the mission Time Keepers as well as direct communication to resolve payroll issues with the Charleston and HCTM payroll.
 4. ***Supervisory Controls:*** The incumbent directly reports to the Controller, Deputy Controller and/or/Chief Accountant. The incumbent must use sound judgement to effectively carry out all the daily functions of the position.
10. **AREA OF CONSIDERATION:** All internal applicants.
11. **PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.
12. **POINT OF CONTACT:** addisusaidjobs@usaid.gov ;
Fekadu Tamirate at Ftamirate@usaid.gov.

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

EDUCATION: Completion of secondary school is required. Post-secondary training in business, administration, finance or commercial subjects is desirable.

EXPERIENCE: At least three years of progressively responsible experience related to secretarial/administrative assistance functions is required. At least two years of which should have been with a U.S. government agency.

LANGUAGE: Level IV (fluent) in English and Amharic.

III. **EVALUATION AND SELECTION FACTORS**

APPLICATION & SELECTION PROCESS: All applicants must submit a completed form {Universal Application for Employment (DS-174)} along with the credential documents to USAID/Ethiopia, Human Resources Office via the email address addisusaidjobs@usaid.gov. Each applicant must fully explain his/her job-related duties and qualifications on the application form in order to provide for an accurate evaluation of

his/her education, training, and experience. All applicants will be considered without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disabilities, or membership in an employee organization. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process please notify the Agency. Applicants who are not contacted within thirty days after the final filing date are to assume that their applications were not accepted.

For your application to be considered, the following documents must be submitted:-

- Letter of Application/Cover Letter;
- Completed and Signed Application for Employment Official Form–DS-174 found here http://ethiopia.usembassy.gov/job_opportunities.html;
- Current Resume/CV;
- Copies of credential documents (i.e., degree, training certificates, etc.);
- Application must be submitted ONLY via addisusaidjobs@usaid.gov and the email subject must say – ***Vacancy 11/17 ADMINISTRATIVE ASSISTANT/TIME AND ATTENDANCE SUPERVISOR.***
- Please submit the application only once; and
- Late and incomplete applications will not be considered; the application must be submitted before or on the date of filing at local Ethiopian time 5 p.m.

Applications must be received by the closing date and time specified in **Section I, item 3**, and submitted to the addisusaidjobs@usaid.gov **Section I, item 12**.

To ensure consideration of applications for the intended position, Applicants must prominently reference the Solicitation number and signed in the application form before submission.

Applications will be initially screened by the Human Resources Office to determine whether applicants have met the advertised minimum qualifications. A list of qualified applicants will be referred to the hiring office for further consideration and screening. Final selection of candidates will be made and those selected will be invited to an interview in order to select the best-qualified candidate.

The USAID Mission assumes no liability for the loss or mishandling of applications. For additional information about the position and/or the selection process, please contact the Human Resources Office at 011 130 6002 ext. 6031, 6035 or 6043.

NOTE: THE APPLICATION FORM IS AVAILABLE FREE OF CHARGE UPON REQUEST AND ARE ALSO AVAILABLE FOR DOWNLOAD FROM THE INTERNET http://ethiopia.usembassy.gov/job_opportunities.html. THE FINAL SELECTION OF A CANDIDATE IS BASED SOLELY ON THE ADVERTISED QUALIFICATION IN A COMPETITIVE PROCESS. INDIVIDUALS WHO MEET THE MINIMUM QUALIFICATIONS ARE STRONGLY ENCOURAGED TO APPLY.

IV. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Applicant about being selected for a contract award, the CO will provide the successful Applicant instructions about how to complete and submit the following forms.

1. *Medical History and Examination Form (Department of State Forms)*
2. *Finger Print Card (FD-258)*

V. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized in accordance with Mission policy and local labor law.

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

USAID regulations and policies governing CCN 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 .
2. **Contract Cover Page form AID 302-4** available at <https://www.usaid.gov/forms> .
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/OGES%20Regulations> .

END OF SOLICITATION

Cleared by: RLAPP: OFM: _____

APOSACKI: EXO: _____