



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 15/17
ISSUANCE DATE: November 06, 2017
CLOSING DATE/TIME: November 21, 2017

SUBJECT: Solicitation for a Cooperating Country Personal Service Contractor (CCNPSC)
– *Financial Analyst*

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,

Shelby Hunt
Supervisory Executive Officer

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

**Solicitation for Cooperating Country National (CCN)
Personal Services Contract (PSC)
Financial Analyst**

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 15/17
- 2. ISSUANCE DATE:** November 06, 2017
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** November 21, 2017 before and/or on 5:00 PM (Ethiopian local time)
- 4. POSITION TITLE:** Financial Analyst (two positions)
- 5. MARKET VALUE:** FSN 11 - \$22,927.- \$41,263 per 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:**

General Statement of Purpose of the Contract: The incumbent serves as a Financial Analyst in the Office of Financial Management/Financial Analysis Section (OFM/FAS), USAID/Ethiopia and reports to the Supervisory Financial Analyst. S/he provides professional financial management advice on a broad range of financial management issues to the Controller, Mission Management, Development Objective Teams (DOT) and various governmental and non-governmental partner institutions, which implement an array of complex development activities. As Office of Financial Management's (OFM's) representative to the Development Objective (DO) Team to which s/he is assigned, s/he performs necessary analyses and provides appropriate advice on financial and accountability issues related to planning and implementing USAID/Ethiopia's program-funded activities. The Financial Analyst (FA) acts as the "one stop" customer service representative between Office of Financial Management (OFM) and numerous internal and external customers including Senior Mission Management; Host Country agency representatives; private sector service providers; implementing partner organizations; and other international donor agencies regarding financial analysis and accounting for projects implemented by the Mission. The

Financial Analyst (FA) also coordinates the audit process as mandated by USAID and the Office of the Inspector General.

KNOWLEDGE, SKILLS, AND ABILITIES: A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of the U.S. Government and host country laws, regulations and procedures relating to budgeting, auditing, accounting and financial management is required. A thorough knowledge of activity design, development, implementation and evaluation processes is essential. Familiarity with USAID policies and procedures. Ability to analyze numerous accounting records and determine the need for various types or entries and adjustments. This includes recording and balancing accounts and relating the purpose and objective of activities to their costs and fiscal requirements. Ability to detect the financial strengths and weaknesses of activities and to make independent judgments on institutional capabilities and the adequacy of accounting system and internal controls. Must develop and maintain productive contacts with high level officials of the activity implementers such as the GFDRE, grantees and institutional contractors. The ability to present facts and recommendations in a clear and concise manner, both orally and in writing is critical. Excellent computer skills with knowledge of the internet, Microsoft Word, Excel, Access, and Power Point along with productive calculator and typing speeds are also important.

Supervisory relationship: The Financial Analyst will not directly supervise employees but will provide oversight, advice and assistance to the mission logistics.

Supervisory Controls: Under the general supervision of the Supervisory Financial Analyst, performs assignments independently, referring difficult questions to his/her Supervisor or, in the case of technical questions, to the A/COR. Advice and recommendations are reviewed but rarely challenged or changed on technical grounds. Completed work is reviewed for soundness, completeness and conformity with USAID policies and procedures.

10. **AREA OF CONSIDERATION:** All potential 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: A University Degree in Accounting, Finance or Business Administration is required.

EXPERIENCE: Six years of progressively responsible experience in professional financial analysis, budgeting, auditing, and accounting are required. At least three years

of this experience with the USG or with donor agencies or international non-governmental organizations is advantageous.

LANGUAGE: Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Amharic is required.

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 <https://et.usembassy.gov/embassy/jobs/>;
- 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 15/17 FINANCIAL ANALYST**.
- 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/OGE%20Regulations> .

END OF SOLICITATION

Cleared by: RLAPP: OFM: _____

SHUNT: EXO: _____