



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 17/17
ISSUANCE DATE: November 6, 2017
CLOSING DATE/TIME: November 21, 2017

SUBJECT: Solicitation for a Cooperating Country Personal Service Contractor (CCNPSC)
– *Human Resources Clerk*

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)
Human Resources Clerk**

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 17/17
- 2. ISSUANCE DATE:** November 6, 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:** Human Resources Clerk
- 5. MARKET VALUE:** FSN 6 - \$8,412- \$15,144 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: Under direct supervision of the Senior Human Resources Assistant, the incumbent performs a wide variety of clerical human resources administrative and information & referral duties in support of the Mission's goals. In consultation with the HR Specialist provides information on USAID/Ethiopia's current vacancies as well as general information on HR services and practices via phone, in person at the HR reception desk and via email. Is responsible for either answering routine questions directly or referring non-routine email correspondences to the appropriate HR personnel. Assists in recruitment processes by receiving and sorting application forms, creating listings of applicants, and preparing pre-employment correspondences. Coordinates disposal of outdated applications. S/he schedules interviews: communicates with section supervisors to arrange interviews, contacts candidates to inform them of scheduled interview appointments, reserves meeting rooms, assigns HR Assistant to attend the interview, prepares/distributes interview package, makes sure that reference check agreement form is completed, escorts candidates to and from the interview venue. Prepares/distributes regret letters to all applicants who applied but are not selected for whatever reason. The incumbent schedules English Placement Test (EPT) with coordination of Embassy HR: invites candidates, reserves meeting

room, assigns HR Assistant to administer the test, and compiles the result to be communicated to the hiring section.

The incumbent supports the medical claim-expense and tuition reimbursement processes: collects and makes sure that required documentation is submitted for the medical and tuition reimbursements. Sorts the received documentation and calculates medical and tuition refund amount per the policy. Advises FSN Staff employees of the Medical Plan and Tuition Reimbursement coverage and applicability of a particular case; timely prepares lists of new enrollees and separating employees for service providers. Performs the work of administering the Mission's health plan such as enrolling new employees and discontinuing separating employees. Assists all employees with their claims for reimbursement. Works with Finance Management Office to resolve problems. Maintains hard copy and electronic files – updating and disposing as needed. Organizes filing cabinets, files employee records as appropriate and retires personnel files for FSN staff, coordinate with the Mail Room Supervisor to identify for storage as needed and maintains warehoused Recruitment records and disposes of them according to schedule. Coordinates disposal of American Staff personnel files. Maintains up to date in-processing and out-processing forms and packets for American Staff and sends it to them in due time. Ensures that the most current forms are kept.

KNOWLEDGE, SKILLS, AND ABILITIES: General knowledge of personnel regulations and USAID Ethiopia and other various agencies at post procedures, particularly regulations pertaining to the processing of the many types of Personnel Actions. Good knowledge of computer programs (WordPerfect, Access, Excel, etc.). Must have discretion about discussing personnel matters, tact and diplomacy are required. Must possess good interpersonal and cross-cultural skills to be able to deal with American and other Foreign Personnel (Third Country Nationals), other agencies and also to maintain good relationships with Mission clients and outside partners.

Supervisory relationship: The Human Resources Clerk will not directly supervise employees but will provide oversight, advice and assistance to the mission HR assistance.

Supervisory Controls: The incumbent works under the technical supervision of the Senior Human Resources Assistant, USAID/Ethiopia, and the overall direction of the Human Resources Specialist.

10. AREA OF CONSIDERATION: 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 (High School).

EXPERIENCE: Two years of administrative, clerical or secretarial experience.

LANGUAGE: English Level III speaking and writing 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 17/17 Human Resources Clerk***.
- 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 <https://et.usembassy.gov/embassy/jobs>. 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: Ftamirate: EXO: _____

Shunt: EXO: _____