

SOLICITATION No. 663-S-14-001
U.S. Resident Hire USpsc
Quality Assurance Engineer
USAID/Addis Ababa, Ethiopia

1. SOLICITATION NUMBER: 663-S-14-001
2. ISSUANCE DATE: January 17, 2014
3. CLOSING DATE/TIME: January 31, 2014
4. POSITION TITLE: Quality Assurance Engineer
5. MARKET VALUE The market value for this PSC is equivalent to a GS-12 level. Please note that U.S. resident-hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history, and educational background.
6. PERIOD OF PERFORMANCE: The PSC Contract will be for two years, with the possibility of an annual extension. No PSC contract may exceed a five year period of performance.
7. PLACE OF PERFORMANCE: Addis Ababa, Ethiopia
8. DIRECT SUPERVISOR: Engineering Officer
9. SECURITY ACCESS: Employment Authorization only
10. AREA OF CONSIDERATION: U.S. Citizens (as further defined in foot note no. 1 below¹) with a hiring consideration for Eligible Family Members and US staff adult family dependents under Chief of Mission authority.
11. BACKGROUND: The Mission's Office of Health, AIDS, Population and Nutrition (HAPN) is one of the largest office within the Mission. HAPN is responsible for programs in tuberculosis, maternal-child health, malaria, HIV/AIDS and family planning/reproductive health. HAPN's average budget exceeds \$270 million, with \$200 million for HIV/AIDS. Cumulatively, HAPN intends to expend over \$55 million on construction and renovation activities.

¹ Resident Hire" means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country: (i) as a spouse or dependent of a U.S. citizen employed: (A) by a U.S. government agency; or (B) under any U.S. government-financed contract or agreement; or (C) under any other contract or agreement that provides for repatriation to the United States; or (ii) for reasons other than employment: (A) with a U.S. government agency; or (B) under any U.S. government financed contract or agreements; or (C) under any other contract or employment arrangement that provides for repatriation to the United States; A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

12. BASIC FUNCTION:

The Quality Assurance (QA) Engineer will be based in USAID Ethiopia Office of Health, AIDS, Population and Nutrition (HAPN) in Addis Ababa. The QA Engineer will be required to travel throughout Ethiopia to conduct site visits to ensure USAID's contractors are meeting USAID's Contract QA requirements. During field visits to work sites, at times the QA Engineer may live and work in rustic conditions.

The QA Engineer will primarily be responsible for the inspection of construction projects for compliance with plans, specifications, acceptability of materials, methods and workmanship, and required safety and labor law regulations. Projects may include, but are not limited to general vertical construction of health centers, and commodity warehouses. The QA Engineer will be housed in HAPN and will report to the Mission Engineer, or his/her designate.

13. DUTIES AND RESPONSIBILITIES:

The QA Engineer will have the following specific duties and responsibilities:

- a) Schedules and conducts of quality assurance inspection visits at active HAPN construction sites in coordination with the mission engineer to ensure adherence to safety and quality standards, building codes, and specifications. S/he will also measure dimensions and verify level, alignment, and elevation of structures and fixtures to ensure compliance to building plans and codes. Also, s/he will ensure that USAID's contractor is strictly adhering to their quality control plan.
- b) Completes documentation of deficiencies noted (both written and photographic) during site visits by completing and submitting reports to USAID's mission engineer regarding the status of contracted work and in accordance with established designs, engineering practices, workmanship, and safety and environmental protection requirements. If during inspections the QA Engineer finds that USAID's contractor is in gross negligence of their quality plan then s/he can recommend that USAID issue violation notices to the contractor along with a recommended corrective action and if necessary stop-work orders .
- c) Receives and reviews USAID contractor's field project reports for adherence to their quality control plan. Tracking the contractor's quality control reporting and documentation requirements to include the receipt and filing of as-built drawings, test data, engineering field and analysis reports, all design and contractor bills-of-materials, and all project close out and facility acceptance documentation.

14. QUALIFICATIONS:

I. Education:

A Bachelors of Science degree in civil engineering or a related field is required. Registration as a U.S. Professional Engineer (PE) in civil engineering is desirable.

II. Prior Work Experience:

A minimum of 20 years of pertinent professional experience of which at least five years must be at the senior civil engineer or senior construction manager level. Three or more years of overseas experience are required with experience in Ethiopia or other Sub-Saharan or

developing country settings desired. Specific experience in U.S. Government agencies or international donors managing infrastructure projects is highly desirable.

II. Language Proficiency:

Native English (reading, writing and speaking) at the full professional level. Candidate must have the ability to present analysis and recommendations in clear written and oral format.

III. Knowledge Skills and Abilities – all required

An in-depth knowledge of international building standards and practices is required. Knowledge of USAID policies, regulations, methodologies, and documentation is desired. A good knowledge of Ethiopian economic and political conditions is useful but not required. Demonstrated expertise in civil engineering – design/management of construction activities and quality assurance is required. S/he must have project management, implementation, design and evaluation skills, and the proven ability to identify problems and develop creative solutions, as well as demonstrated good interpersonal skills, and demonstrated ability to work effectively in a team environment and to solve problems in a technically-sound manner.

Experience in either design and/or construction of the following areas must include:

1. Vertical structures.
2. Earthwork for single story structures.
3. Shallow foundations in expansive and non-expansive soils.
4. Masonry construction.
5. Metal roofing systems for single story buildings.
6. Evaluation of existing single story vertical structures.

IV. Communication Skills:

Excellent English verbal communication skills, tact, and diplomacy, and the ability to establish and develop productive working relations with key stakeholders are required.

15. POSITION ELEMENTS:

a. **Supervision Received:** The incumbent is under supervision of the Mission Engineer under the construction cluster within HAPN. The QA Engineer should require little supervision in carrying out routine responsibilities, and only general guidance for most tasks. The scope of the duties will demand a great deal of initiative in scheduling field visits, reviewing of the contractor's adherence to their quality control plan, tracking of required corrective actions and clear communication.

b. **Available Guidelines:** General guidance for can be found in USAID's contractor's quality control plans. Specific information can be found in the engineering designs and specifications for each site.

c. **Exercise of Judgment:** Considerable judgment is required in evaluating the quality of the construction quality for each active sire. Judgment is required in identifying problems that requires USAID to pursue corrective action from their contractors.

d. **Authority to Make Commitments:** None.

e. **Nature, Level and Purpose of Contacts:** Continuous contact is maintained with mid-senior level governmental officials. Good communication and ability to work with American and Ethiopian staff in management, technical and support offices in the Mission and with counterparts in partner institutions is required. The incumbent will be required to communicate effectively with a wide range of program staff including technical managers, financial management officers, program officers, and senior USAID staff including the Mission and Deputy Director and Office Chiefs.

f. **Supervision Exercised:** The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done.

g. **Selection Criteria:** Applicants meeting the basic requirements will be evaluated based on information presented in the application, an interview process and reference checks as necessary. All applicants must address each qualification detailed above with specific and comprehensive information supporting each item. These qualifications, which serve as the selection criteria, will be evaluated based on the following points below.

1. Language	10 points
2. Education	10 points
3. Work Experience	40 points
4. Skills and Ability	40 Points
Maximum Points	100 Points

h. **Selection Process:** After the closing date of receipt of applications, a committee will be convened to review applications and evaluate them in accord with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. Only finalist will be contacted by USAID with respect to their applications.

i. **Applying:** All applicants must complete the Application for Employment (OF-612). Interested individuals can obtain Application Form at the front gate of the US Embassy located at Entoto road between the hours of 7:30 AM and 5:00 PM.

Only applicants who meet or exceed the stated position requirements will be considered. All applicants must have the required work and/or residency permits to be eligible for consideration.

Application should be submitted to:

The Executive Officer

USAID/Ethiopia, P.O.Box 1014

Addis Ababa, Ethiopia

Late applications will not be considered.