

SOLICITATION INFORMATION: USPSC-Executive Officer

SOLICITATION NUMBER: 663-S-14-003

ISSUANCE DATE: October 15, 2012

CLOSING DATE: October 25, 2014

POSITION TITLE: Executive Officer

GRADE: GS-15

MARKET VALUE: \$100,624 to \$130,810 per annum

PERIOD OF PERFORMANCE: Six Month

PLACE OF PERFORMANCE: USAID/Ethiopia, Addis Ababa

SECURITY ACCESS: Should be eligible to obtain secret clearance before contract is awarded. The selected candidate must obtain Secret Clearance and a Medical Clearance within a reasonable period of time.

AREA OF CONSIDERATION: Open to all U.S. citizens.

SUPERVISION: Deputy Mission Director

SUPERVISORY CONTROLS: Incumbent is expected to work with minimum direction and supervision. The need for quick response in high profile, complex and often fluid situations requires the incumbent to exercise discretion and good judgment and operate with high levels of autonomy, responsibility and authority. Work is evaluated for effectiveness of results and compliance with prevailing policies, regulations, directives and objectives. The Supervisory Executive Officer is under the direct supervision of the Deputy Mission Director. The incumbent must be able to work well under pressure.

STATEMENT OF WORK

A. MAJOR DUTIES AND RESPONSIBILITIES:

1. TECHNICAL AND PROGRAM SUPPORT

Actively participates in program strategic planning with a focus on the personnel and material resource aspects of achieving the Mission's objectives; participates in the formulation of Mission policies on program development, implementation, and evaluation; reviews Mission development assistance activities for their management support requirements and participates in the design of the administrative/logistical component of activities.

-- Budgetary Planning: Develops the Operating Expense (OE) budget for the Mission in coordination with the Controller; collaborates with Program and Technical Offices in the formulation of the annual budget resource requirements; and directs the administration of the OE budget, ensuring prompt and legal obligation of funds.

-- Management Analysis and Planning: Develops and prescribes appropriate internal management systems and implementing procedures; interprets USAID management regulations and directs their application to facilitate the provision of management support; devises and recommends to management the appropriate organizational structure and manpower requirements necessary to meet the program and administrative responsibilities of the Mission and to achieve the mission's objectives; and plans and directs the continuous evaluation of Mission organization, staffing, and services to ensure effective and efficient use of material and human resources.

-- Human Resources Management: Plans and directs the personnel management of the Mission for U.S., local foreign national, and third country employees including the classification of such employees; collaborates with Mission officials in the proper placement of personnel and recommends actions to ensure maximum effective use of personnel; counsels employees and their families on a wide range of subjects, including education, equal opportunity, career development, onward assignments, and employee relations; plans and conducts orientation for new employees and their families and advises on and assists in the development of programs and activities concerned with employee services, such as commissaries and social and recreational activities.

-- Information Resources Management: Manages the Information Resources Management Program of the mission, including all hardware and software applications. Also serves as the Information Systems Security Officer.

2. ADMINISTRATIVE SUPPORT

General Management

Carries out the Mission's administrative management operation; plans and directs the Mission's personal property acquisition, management, and disposal programs, and develops standards for issuing, using, and controlling the personal property of the Mission, procurement, and disposal program and serves as the Mission representative to the Interagency Post Housing Board; plans and directs the Mission's communications and records program.

-- Interagency Administrative Support Services: Represents the Mission in the development and administration of these services; monitors and ensures that the type, level, and charges for services conform to support agreements and USAID regulations.

-- Security and Safety: Serves as Unit Security and Safety Officer for the Mission. Provides physical security and safety support to USAID personnel, official records in coordination with the Embassy's Regional Security Officer.

-- Travel and Transportation: Manages local and international travel reservations.

3. OTHER

Plans or Accomplishes Special Projects

Solicits, evaluates, negotiates, and awards contracts with individuals (personal services contracts), commercial organizations, educational institutions, nonprofit organizations, and local or foreign governments for furnishing products and services. Responsible for identifying the need for procurement and developing the appropriate acquisition documents. Investigates and develops alternative means of supply. Works in close coordination with the Office of Contracting on major acquisitions.

B. MINIMUM QUALIFICATIONS AND SELECTION FACTORS:

REQUIRED MINIMUM QUALIFICATIONS

Education: The candidate must have a relevant Bachelor's Degree. Relevant majors include economics, engineering, political science, government, sociology, public administration, international development, business administration/management, and social studies.

Work Experience: The candidate must have at least ten years of relevant professional experience, five of which in an overseas setting. Relevant experience is defined as some combination of administrative and logistics; performance-based management and budgeting; and strategic planning. Must be able to obtain and apply EXO warrant upon starting work.

Language Proficiency: The candidate must be fluent in both written and spoken English.

C. EVALUATION FACTORS:

The factors listed below will be the basis for evaluating and ranking applicants who meet the Minimum Qualifications and Selection Factors for the position. All applicants are scored based on the documentation submitted with the application. Applicants are encouraged to write a brief appendix to demonstrate how prior experience and/or training address the Evaluation Factors.

1. Education and Training (15 points)

Candidate must have a relevant Bachelor's Degree.

2. Work Experience and technical knowledge (55 points)

At least ten years of relevant progressively responsible professional experience, of which five years is overseas experience. Demonstrated knowledge and familiarity with USAID Executive Office functions. Experience working in Ethiopia is preferred but not essential.

3. Communication Skills and Group Dynamics (30 points)

Evidence of effective team leadership skills & ability to work effectively as a member of a multi-disciplinary team. Demonstrated written skills, including editing. English proficiency. Ability to make cogent arguments clearly and succinctly in written and oral

presentations. Ability to effectively lead and facilitate discussions and/or meetings.
Computer skills.

D. ADDITIONAL INFORMATION:

ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) contain information or changes pertaining to USAID policy, regulation and procedures concerning acquisition and assistance including Personal Service Contracts. Please refer to the USAID website <http://www.usaid.gov/work-usaid/aapds-cib> to locate relevant AAPDs. Additional Appendix D also applies to PSCs can be found at the same website page.

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits.

1. ALLOWANCES: as applicable.*

Temporary Lodging Allowance (Section 120).

Living quarters allowance (Section 130).

Post Allowance (Section 220).

Supplemental Post Allowance (Section 230).

Separate Maintenance Allowance (Section 260).

Education allowance (Section 270).

Educational Travel (Section 280).

Post differential (Chapter 500).

Payments during Evacuation/authorized Departure (Section 600), and

Danger Pay (Section 650).

2. BENEFITS:

Employee's FICA Contribution

Contribution toward Health & Life Insurance – 72% of Health Insurance Annual Premium – 50% of Life Insurance Annual Premium (not to exceed \$500)

Pay Comparability Adjustment – Annual across the board salary increase for U.S. Government employees and USPSCs

Eligibility for Worker's Compensation

Annual & Sick Leave

Access to Embassy medical facilities, and pouch mail service

Note: The Contractor's salary will be subject to employee's FICA and Medicare contribution.

FEDERAL TAXES: USPSCs are not exempt from payment of Federal Income Taxes under the foreign earned income exclusion.

3. Contract Information Bulletins (CIBs) Pertaining to PSCs.

97- 16	Class Justification for Use of Other Than Full & Open Completion for Personal Services Contracts with U.S. Citizens Contracted with Locally with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or Less
97-11	(Corrected) 1997 FICA & Medicare Tax Rates for Personal Services Contracts
97-6	Contractual Coverage for Medical Evacuation (MEDEVAC) Services
97-3	New USAID Contractor Employee Physical Examination
96-23	Unauthorized Provision in Personal Services Contract
96-19	U.S. Personal Services Contract (USPSC) – Leave
96-11	PSC's Annual Health Insurance Costs
96-8	Determining a Market Value for PSCs Hired Under Appendix D, Handbook 14
94-9	Sunday Pay for U.S. Personal Services Contracts (PSCs)
93-17	Financial Disclosure Requirements Under a Personal Services Contract (PSC)

List of Required Forms for PSCs: For initial consideration:

1. Standard Form 171
- **2. Contractor Employee Biographical Data Sheet (AID 1420-17)
- **3. Contractor Physical Examination (AID Form 1420-62).
- **4. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
- **5. Questionnaire for Non-Sensitive Positions (SF-85).
- **6. Finger Print Card (FD-258).

Note: Form 6 is available from the law enforcement offices or in USAID/Washington.

The list of required PSC forms above can be found at: <http://www.usaid.gov/forms/>

*Department of State Standardized Regulations (DSSR) (Government Civilians Foreign Areas).

**The forms listed 2 thru 6 shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

Other Benefits: Additional benefits are available for individuals hired from outside Ethiopia in accord with the AIDAR, Federal Travel Regulations and Standardized Regulations, e.g., international airfare from place of residence, R&R, international shipment of personal effects, unaccompanied baggage allowance, consumable, POV Shipment, Repatriation Travel, furnished housing and educational allowances for dependent children.

E. APPLICATION PROCESS:

All Applicants must address how they meet the Minimum Qualifications, as described below:

- a. Submit a fully completed and hand-signed copy of an Optional Application for Federal Employment Form (OF-612), cover letter and a current resume/curriculum vita (CV) containing the following information which clearly demonstrates your education, experience, knowledge, skills and abilities as they relate to the evaluation criteria. Forms are available at the USAID website, <http://www.usaid.gov/forms/>

POINTS OF CONTACT: Fekadu Tamirate.

All applications packages are to be submitted electronically to:

Points of Contact

Fekadu Tamirate

HR Specialist

USAID/Ethiopia

Email: Ftamirate@usaid.gov

To ensure consideration of applications for the intended position, please cite the solicitation number and position title within the subject line of your email application. The highest ranking applications may be selected for interview. Applications must be received before the closing time and date in item number three of this solicitation. Applications received after that date and/or time may not be considered. Any attachments provided via email shall be Microsoft Word or PDF and should not be zipped. Note that attachments to email must not exceed 3 MB.