

**SOLICITATION No.**  
**U.S. Resident Hire USPSC**  
**Deputy Executive Officer (D/EXO)**  
**USAID/Addis Ababa, Ethiopia**

1. **SOLICITATION NUMBER:** 663-S-14-003
2. **ISSUANCE DATE:** February 6, 2014
3. **CLOSING DATE:** March 5, 2014
4. **POSITION TITLE:** Deputy Executive Officer (D/EXO)
5. **MARKET VALUE:** The market value for this PSC is equivalent to a GS-13 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. PSC contracts generally cannot exceed a five year period of performance.
7. **PLACE OF PERFORMANCE:** Addis Ababa, Ethiopia
8. **DIRECT SUPERVISOR:** Supervisory Executive Officer, FS-01
9. **SECURITY ACCESS:** Employment Authorization only
10. **AREA OF CONSIDERATION:** U.S. citizens (as further defined in footnote 1)<sup>1</sup> with a hiring consideration for eligible family members and U.S. staff adult family dependents under Chief of Mission Authority.
11. **JOB DESCRIPTION:**

This position is located in the Office of Management Services (OMS) of a large-sized USAID Mission with an annual operating budget of approximately \$600 million. The USAID Ethiopia OMS provides the full range of administrative management services in support of USAID activities in Ethiopia. The incumbent serves as the full Deputy to the USDH Supervisory Executive Officer (S/EXO) with principle responsibility for the day-to-day management of the OMS functions. EXO office provides

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<sup>1</sup> "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.

administrative management services to Ethiopia with a total of 33 USDHs, 23 USPSCs, 7 TCNPSCs and 128 FSNPSCs. It provides a range of administrative and logical support functions and ensures effective and efficient administrative operations in personnel management, OE and administrative services, budget preparation, C&R services, and travel and information systems administration.

The Executive Office is responsible for providing management and logistical support for the operational needs of USAID Ethiopia. The diverse range of services required to keep the Mission functioning presents enormous management challenges. Proper management systems and controls are essential for smooth functioning as well as for protection of U.S. Government resources, both physical and human. The specific role of the D/EXO will be to ensure that appropriate and necessary management systems and controls are in-place and utilized by all EXO operating units.

## **12. DUTIES AND RESPONSIBILITIES:**

### **A. BASIC FUNCTIONS OF THE POSITION:**

As D/EXO for the USAID Ethiopia Mission, the Contractor shall report to the S/EXO and oversee the delivery of effective human resources, administrative and logistical support services for the Mission in Addis Ababa.

In this capacity, the Contractor shall organize Executive Office work priorities and serves as the alter ego to the USDH S/EXO. S/he reviews and pre-approves actions for the EXO attention, assigns, and follows up on all management operations to ensure they are carried out properly and within appropriate time limits.

On a daily basis, the Contractor ensures administrative procurement actions, communications and records, travel, personnel administration, and information management are functioning. Actual direct supervision and oversight of the various offices identified above will be at the discretion of the S/EXO. The Contractor may serve as Acting EXO in the absence of the USDH S/EXO and thus will have the overall responsibility for functions normally being carried out by the S/EXO on site in Addis Ababa (excluding matters requiring warrant authority - at this time). Additionally the incumbent may be regularly required to represent the Mission in key meetings with U.S. officials at the U.S. Embassy in Addis Ababa.

The Contractor must be able to exercise good judgment, often under times of stress and limited time frames, in making decisions and providing advice on the USAID management policies, contracting practices and when providing personal counseling and/or advice to employees. The contractor shall be expected to use his/her judgment. It is also important to note these abilities given the diversity of the staff.

The incumbent will need to maintain contacts at all levels within USAID, the Embassy, the post's ICASS committee, and Washington.

### **B. MAJOR DUTIES AND RESPONSIBILITIES:**

Serves as an advisor and assists the USDH S/EXO in planning, directing and administering the management program of USAID Ethiopia. The position monitors overall performance of the Executive Office. The Contractor is charged with ensuring that Mission procedures comply with USAID regulations and United States Government statutory requirements. The Contractor is

responsible for management of personnel under his/her direct supervision, including performance appraisals and recommendations for personnel actions.

### **1. POLICY MATTERS:**

In coordination with the S/EXO and the Controller, develops operating expense support budgets and monitors obligations of OE and OE supplemental funds. Also advises the Program Office on the programmatic support procurement that falls within the Executive Office's purview.

S/he conducts management analyses and studies as required to effect improvements in management operations. The Contractor will assist in the planning and direction of a continuing program to evaluate mission organization, staffing and services to ensure maximum utilization of material and human resources. Analyzes requirements and makes administrative and technical recommendations to Mission management.

In coordination with the S/EXO Officer, the D/EXO develops and implements appropriate internal Mission management systems and policies. Drafts and/or clears Mission Orders, Management Notices, and correspondence from the office dealing with management policies.

When appropriate, the Contractor may also serve as USAID's representative on the Embassy Interagency Housing Board, Awards Committee, the Post Employment Committee and ICASS Working Groups, and other designated roles assigned to S/EXO.

### **2. ICASS LIAISON:**

In coordination with the S/EXO, the Contractor is responsible for supporting ICASS discussions and negotiations with the Embassy. Maintains communications and establishes a working relationship with the Embassy Management Office (MO), including applicable functions of General Services, FMO, and Information Management to ensure that the receipt of services procured under ICASS is being met.

The Contractor ensures that the service and cooperation between the agency and the provider remain at acceptable levels and that systems are put in place when problems of consolidation arise that will bring about satisfactory resolutions. S/he shall be responsible for assisting the S/EXO in evaluating ICASS services and as appropriate.

### **3. PERSONNEL ADMINISTRATION:**

The D/EXO helps plan and direct the personnel management program for American and Foreign Service National (FSN) employees. S/he advises on human development, employee relations and employee benefits. Ensures personnel management programs at USAID meet regulatory and agency organizational requirements.

The candidate will assist with the supervision of USAID Human Resource (HR) regulations and procedures and will ensure correct interpretation and implementation of regulations, policies, and procedures governing the USAID personnel management functions. The D/EXO will work closely with the senior FSN specialist in these areas.

The Contractor will verify that the current operating and management systems in HR are functioning correctly; put into place management systems where gaps exist and oversee the operations for accuracy, ensure acceptable service levels are being met, and continue to update management systems to ensure HR administrative efficiency.

#### **4. PROCUREMENT:**

Minor programmatic procurement outside of official procurement services provided by ICASS is to be performed by USAID's contracting and EXO as appropriate. Programmatic support procurement for the EXO is defined as those procurement/contracting actions undertaken for the benefit of development programs and/or program partners (host government counterparts, institutional contractors, grantees etc.). Programmatic support procurement actions currently undertaken by the EXO will continue to be prepared and signed by the USDH S/EXO within his/her authorized warrant authorities through the Agency's authorized procurement system, GLAAS.

The Contractor is responsible for ensuring that appropriate management controls are in place and utilized in this area; oversee the personnel, and reviews request for accuracy and compliance with USAID regulations, prior to submission to the S/EXO for signature. The D/EXO ensures that the EXO procurement section procedures conform with FAR and AIDAR procurement regulations. The Contractor is also responsible for assisting the S/EXO with the development of the Mission's annual programmatic support procurement plan and OE procurement plan, in concert with the various EXO operation sections, for submission to Mission management and inclusion in the annual Budget Request. Contractor will ensure that use of ILMS and ICASS provided procurement functions well.

#### **5. INFORMATION SYSTEMS:**

In absence of the S/EXO, provides management support and guidance to the EXO/IT team in the information systems operation. Reviews established operational, technical, and procedural requirements pertaining to the IT systems and works closely with the Computer System Manager to ensure that USAID's information systems and management requirements are addressed.

#### **6. COMMUNICATIONS AND RECORDS:**

Management responsibilities in the area of Communications and Records, including establishing and maintaining records management program, vital records program, efficient office systems, correspondence tracking, telegram distribution system, mail and telephone/fax procedures. Responsible for modernizing/updating this operation and ensuring that C&R staff, is appropriately trained to manage new information management, electronic filing and telecommunication systems efficiently.

#### **7. ASSISTANCE TO THE SUPERVISORY EXECUTIVE OFFICER**

The Contractor will assist the S/EXO with the voluminous work in the operations of EXO section and will coordinate between EXO section and other Mission offices. S/he will provide guidance and advice to EXO section, Administrative Procurement, Communication and Records, Travel, Human Resources Administration and Information Management. As well as oversees the ICASS services provided in the areas of general services, residential housing, maintenance, security, motor pool and transportation functions. In the absence of the S/EXO, the D/EXO participates in decision-making in virtually all EXO and management issues.

As the alter ego to the S/EXO, the incumbent is in charge of the office operations when the S/EXO is absent from Post, i.e. for regional travel to client Mission, home leave, R&R travel, conferences and training, an average of three to four months per year.

**C. POSITION INFORMATION:**

1. **Recommended Position Title:** Deputy Executive Officer
2. **Organizational Location:** USAID Ethiopia, Executive Office
3. **Position Title/Grade of Direct Supervisor:** Supervisory Executive Officer, FS-01
4. **Supervisory Controls:** The D/EXO is delegated wide latitude in exercising judgment. Based on a general agreement with the EXO as to priorities and annual objectives, the D/EXO is delegated complete responsibility and authority to establish work objectives and/or performance targets for all supervised employees and/or units. Work results are reviewed only for attainment of objectives and conformance with Agency regulations.

**D. MINIMUM QUALIFICATIONS AND SELECTION CRITERIA:**

Candidates will be evaluated and ranked based on the following selection criteria:

1. **EDUCATION** (10 points): Completion of University level education (University Graduate – Bachelors Degree) in Business Administration, International Administration, Financial Management, Organizational Development, Personnel Management or relevant field is required; a higher level graduate degree (Masters Degree) is preferred. Formal U.S. Government training in areas of procurement, contracting, personnel administration, and general administration are highly desirable.
2. **WORK EXPERIENCE** (30 Points): At least eight to ten years of progressively responsible experience in support services is required. Demonstrated successful experience in the field of management and administration including personnel administration, management analysis and planning, general services and travel, with a demonstrated knowledge of the personnel administration, procurement, budgeting, planning and contract management aspects of administrative management operations.

Performing and supervising U.S. Government administrative management operations is preferred, with overseas experience specifically related to administrative management for a large and complicated organization, including property management, procurement, contracting and personnel management is desired. In addition a thorough knowledge of the interagency foreign affairs manuals and programming, planning, budgeting, contracting and supply management procedures are also desired. U.S. Government experience and knowledge – preferably with USAID and/or other foreign affairs agencies - are desired and very important for the candidate to effectively and credibly handle all responsibilities, including interactions with senior level colleagues within USAID and the Embassy.

3. **LANGUAGE PROFICIENCY** (10 points): 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.

4. **KNOWLEDGE** (25 Points): Extensive knowledge of management processes including the creation, implementation and assessment of system is required. A demonstrated knowledge of U.S. Government regulations, which may include the Department of State's Standardize Regulation (DSSR) and USAID's Automated Directive Systems (ADS), governing all areas of administrative management and support operations are highly desired.
5. **ABILITIES AND SKILLS** (25 Points): Managerial Experience. Ability to lead, train and supervise, across cultures. Ability to analyze, conceptualize negotiate, exercise sound judgment, originate ideas, proven ability to identify problems and develop creative solutions, and the interpersonal skills to handle requests and complaints with patience, diplomacy and sense of humor. Candidate must have the ability to present analysis and recommendations in clear written and oral formats. Ability to develop and maintain strong professional contacts with high level U.S. Government officials. Demonstration of these abilities and skills in the unique U.S. Government environment is highly desired.

#### **E. APPLYING:**

All applicants must complete the Application for Employment OF-612 or SF 171. Forms are available at the USAID website, <http://www.usaid.gov/forms/> or internet <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=ALL> or at federal offices.

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:**  
**Points of Contact**  
**Fekadu Tamirate**  
**HR Specialist**  
**USAID Ethiopia**  
**Email: Ftamirate@usaid.gov and/or fal@usaid.gov**  
**Late applications will not be considered.**