USAID | WEST AFRICA
FROM THE AMERICAN PEOPLE

ISSUANCE DATE: April 19, 2016, 2016
CLOSING DATE: May 6, 2016 at 17:00 Hours Accra Local Time

SUBJECT: SOLICITATION NUMBER SOL-624-16-000012 FOR A U.S. PERSONAL SERVICE CONTRACTOR FOR DEPUTY EXECUTIVE OFFICER

Ladies/Gentlemen:

The United States Government, represented by the United States Agency for International Development (USAID), is seeking applications from qualified U.S. citizens interested in providing Personal Services Contractor (PSC) services as described in the attached solicitation

In order to be considered for the position, a candidate must meet the minimum qualifications listed in the solicitation at the time of submission, and must submit all required documentations. The Deputy Executive Officer position will be located in the USAID/West Africa, Regional Executive Office (REXO) in Accra, Ghana.

Interested candidates meeting the requirements of the solicitation must submit all the following required materials for consideration:

- Cover Letter;
- Curriculum Vitae or resume;
- Signed Form AID 302-3 (available at http://www.usaid.gov/forms/):
- Supplemental document addressing the evaluation factors; and
- List of three to five professional references.

All application packages are to be submitted via email to: accrapsc@usaid.gov

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be in a format compatible with Microsoft Word 2003/2010 or PDF and not zipped. Note that attachments to email must not exceed 3 MB.

Any questions concerning this solicitation may be directed to Mildred Agbo at magbo@usaid.gov later than April 27, 2016; no questions will be entertained after this date.

U.S. Agency for International Development
No. 24 Fourth Circular Rd.
P. O. Box 1630, Accra-Ghana

Tel: 233-302-741-200
Fax: 233-302-741-365

Application Form AID 302-3 must be signed. Incomplete and unsigned applications will not be considered. Late applications will not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 52.215.1.

USAID/West Africa anticipates awarding one (1) Personal Service Contract as a result of this solicitation. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application.

Sincerely,

Leslie-Ann Nwokora

Leslie-Ann Nwokora
Supervisory Regional Contracting Officer
USAID/West Africa

SOLICITATION NUMBER:	624-16-000012
ISSUANCE DATE:	April 19, 2016
CLOSING DATE/TIME:	May 6, 2016 17:00 Hours Accra Local Time
POSITION TITLE:	Deputy Executive Officer
MARKET VALUE:	($87,263 - $113,444) the market value for this position is equivalent to GS-14 level. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**
AREA OF CONSIDERATION:	U.S. Citizens
PERIOD OF PERFORMANCE:	Two (2) years
PLACE OF PERFORMANCE:	Accra, Ghana
SECURITY/MEDICAL CLEARANCE:	Selected applicant must obtain **Secret level clearance** and medical clearance within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

1. BASIC FUNCTION OF THE POSITION:

The Regional Executive Office (REXO) provides administrative and logistical support services to USAID/West Africa (WA) and USAID/Ghana. It supports USAID/WA non-presence country (NPC) offices in Benin, Cote d'Ivoire and Cameroon. The incumbent will serve as Deputy Executive Officer, USAID/West Africa reporting directly to the Supervisory Executive Officer. The Deputy Executive Officer is direct collaborator and support to the Supervisory Executive Officer. While duties are performed under the general guidance of the Supervisory EXO the incumbent operates with a high level of autonomy.

The incumbent is responsible for ensuring the vision of the Supervisory Executive Officer so that all management and administrative functions for USAID/West Africa, including USAID Missions/Offices in Ghana, Cote d'Ivoire, Cameroon and Benin are seamless and successful.

These duties include but are not limited to USDH, FSNPSC, TCNPSC, and USPSC personnel management, property management (personal and real property), the International Cooperative Administrative Service System (ICASS), Communications (non-classified), records management, procurement, travel management, office systems and procedures, computer systems, financial management, USAID implementer (Institutional Contractor) support, and staff training. The incumbent is an important member of the Accra Missions' management team.

2. MAJOR DUTIES AND RESPONSIBILITIES:

The West Africa Deputy Executive Officer:

- 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.

- Collaborates in developing 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.

- 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.

- 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.

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

- 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, including motor vehicles; serves as the Mission representative to the Interagency Post Housing Board; plans and directs the Mission's communications and records program.

- 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, services, construction, or real property. 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.

- Represents the Mission in overseeing the effective development and administration of Interagency Cooperative Administrative Support Services (ICASS); monitors and ensures that the type, level, and charges for services conform to support agreements and USAID regulations.

- Serves as Unit Security and Safety Officer for the Mission. Provides physical security and safety support to USAID personnel, building (office), official records, and armored vehicles, in coordination with the Embassy's Regional Security Officer. Coordinates security training as required and oversees Embassy service provision.

- The incumbent will perform other duties as required.

3. POSITION ELEMENTS:

Supervision Received: The West Africa Deputy Executive Officer will receive overall supervision, policy guidance and managerial oversight from the West Africa Supervisory Executive Officer.

Supervision Exercised: The incumbent will provide supervision and training to all EXO staff in West Africa consisting of all locally employed staff in the Executive Office.

Available Guidelines: The position requires an understanding of an array of US Government and Agency regulations, and comprehension of host-country regulations and practices as they affect USAID/West Africa operations. The position involves planning and developing plans to maintain a range of interpersonal relationships important to accomplishing the job. The position requires sufficient understanding of computer network systems and telecommunications in order to effectively assist Information Technology staff. In particular, the Deputy Executive

Officer should provide direction of Mission computer systems, to ensure compliance with USAID Information Systems Security Regulations (ADS 545), efficient computer systems operations.

The incumbent is required to remain up-to-date on Agency policies affecting the Mission procurement management.

Exercise of Judgment: The incumbent must exercise sound and independent judgment in interpreting and applying USG and USAID-specific regulations and standard operating procedures in the course of carrying out the assigned duties.

Authority to Make Commitments: The position is intended to be encumbered by a person having/eligible for a USAID contracting warrant. The warranted PSC Executive Officer will have the authority to sign procurement instruments and Personal Services Contracts that require a USAID delegation of authority to make determinations that have the effect of contractually binding the United States Government (normally at $1,000,000 for PSCs and $150,000 for Simplified Acquisitions).

Nature, Level and Purpose of Contacts: The incumbent will establish and maintain solid working relationships with all levels of Mission personnel at multiple U.S. Embassies, including other agencies .requiring assistance. The incumbent will have frequent high-level working contacts with U.S. Embassy officers in West Africa, host government officials, PVOs, NGOs, and private sector entities to fulfill the major duties and responsibilities of this contract. Often these contacts will be of a sensitive nature, and discretion is required.

Interpersonal skills: The incumbent must exercise discretion and tact in a variety of stressful situations and when dealing with personnel to resolve challenges that arise during the course of duty, for which there often is not a clear solution.

Time required to perform the Full Range of Duties: Immediately. The incumbent is expected to be an expert in administrative management so that s/he will be able to carry out the duties and responsibilities from day one.

Period of Performance: Two (2) years

Reports: Upon request or as scheduled, the incumbent will submit periodic status reports of major activities or projects that fall under the incumbent's responsibility.

Language: English

4. EVALUATION/SELECTION CRITERIA:

The following factors will be the basis for the evaluation of applications meeting the required minimum qualifications. All applications will be evaluated based on the documentation submitted with the application. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation. The highest ranking applicants may be selected for an interview, but an interview is not always necessary.

- **Education (15 points):** The incumbent must have a master's degree, preferably in business administration or public administration.

- **Work Experience and Knowledge (50 points)**: Ten to fifteen years of progressively responsible experience in performing and supervising USG management operations or overseas experience specifically related to administrative management for a large and complicated organization, including space planning, property management, procurement, contracting, USG travel, training and personnel management required. Should be considered a professional expert in management or master Executive Officer. Work experience must demonstrate proven ability to work independently with minimal supervision or guidance. Experience must be hands-on providing day-to-day direction to support administrative and operational needs of a large complex regional mission as outlined in the position description. Incumbent must have experience working in a team setting. Work experience should demonstrate the ability to link broad knowledge of administrative skills with larger organizational priorities and goals. Must have experience representing office at higher levels within the organization. Must be seen by peers and superiors as a professional expert in management operations.

  Expert knowledge of the broad range of administrative management issues including property management, physical and technical security, general services, personnel management, training, procurement, budgeting, records and correspondence is required. Demonstrated understanding of programming policies, regulations, budgeting, and documentation is required. Thorough knowledge of international development systems, including acquisition and assistance, development programming, supply management, contract management, financial management and human resource management is required. Knowledge and ability in management of training programs and processes required. Knowledge of managing and administering a broad ranging training program required. Knowledge of mentoring programs required.

- **Skills and Abilities (35 points):** Must possess strong interpersonal and cross-cultural skills enabling him/her to establish and maintain strong contacts with customers both within and outside the immediate office. Proven leadership and management skills particularly with respect to administrative issues are required. Proven ability to lead, train, and supervise required. Proven ability to analyze, conceptualize, negotiate, exercise sound judgment, and originate ideas required. Proven ability to identify problems, and develop creative solutions required. Ability to anticipate change and adapt work activities accordingly is required. Ability to develop tools or procedures in

response to new operational conditions is essential. Proven interpersonal skills to manage requests with patience, diplomacy, and a sense of humor required. Strong mentoring and training skills are required, especially in regards to managing a training center and in managing training center staff. Proven ability to understand and resolve complex administrative issues. Must be able to implement strategic management plans in line with guidance provided by the Mission's front office and directions received from USAID/Washington. Demonstrated successful experience in the field of management and administration, including personnel administration, management analysis and planning, general services and travel in an international context supporting development initiatives required. Ability to establish and maintain professional and effective contacts within the Mission and the business community of the Mission is required. Ability to conduct negotiations and discussions in a diplomatic manner while protecting the interest of the Mission is required.

Demonstrated excellence in oral and written communication, including the ability to obtain, evaluate, and interpret reports, and to effectively communicate USAID's mission and policies to the public are required. The incumbent must have the ability to make oral presentations logically and persuasively. The incumbent must have the ability to communicate orally and in writing quickly, clearly, and concisely.

Total: 100 points

5. OTHER REQUIREMENTS:

The incumbent must be:

1. A U.S. citizen.
2. In possession of, or able to obtain, a **Secret level** security clearance.
3. In possession of, or able to obtain, a State Department medical clearance for assignment to Accra, Ghana. Details of how to obtain US Department of State medical clearance will be provided.
4. Complete Foreign Affairs Counter-Threat (FACT) Training before arriving in Ghana.
5. Available and willing to work outside the regular 40-hour workweek when required or necessary.
6. Willing to travel to work sites/offices outside of Ghana as/when requested.

6. INSTRUCTIONS TO APPLICANTS:

Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment.

Interested individuals meeting the Minimum Qualifications above are required to submit the following:

- Signed Form AID 302-3, Offeror Information for Personal Services Contracts (available at http://www.usaid.gov/forms/)

  All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 302-3 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 302-3 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc.

- Cover letter and a current resume/curriculum vita (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.

- Applicants must provide a minimum of three and a maximum of five references within the last five years from the applicant's professional life namely individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

- Applicants also must address the above **Section 4: Selection Criteria**, in a summary statement to be included in the application. This summary statement, limited to two pages, must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The summary statement must include the name of the applicant and the announcement number at the top of each page.

1. **LIST OF REQUIRED FORMS FOR PSCS:**

Forms outlined below can found at: http://www.usaid.gov/forms/

1. Application for Federal Employment (AID 302-3);
2. Contractor Physical Examination (AID Form 1420-62). *
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or *
4. Questionnaire for Non-Sensitive Positions (SF-85). *
5. Finger Print Card (FD-258). *

* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

1. **CONTRACT INFORMATION BULLETIN (CIBs) AND ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs**

CIBs AND AAPDSs contain information or changes pertaining to USAID policy and General Provisions in USAID regulation and procedures concerning acquisition and assistance including Personal Service Contracts and can be found at: http://www.usaid.gov/work-usaid/aapds-cibs. AIDAR Appendix D and J apply to USPSC and TCNPSC respectively and can be found at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.

2. **BENEFITS/ALLOWANCES**

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

(NOTE: An individual defined as a USPSC employee may only be eligible for those benefits listed below.) TCNPSC MAY be eligible for benefits in accordance with AIDAR Appendix J, sec. 4(c)(2)(ii)(B).

BENEFITS:

Employee's FICA and Medicare Contribution (USPSCs only)
Contribution toward Health & Life Insurance
Pay Comparability Adjustment
Eligibility for Worker's Compensation
Annual & Sick Leave
Access to Embassy medical facilities, commissary and pouch mail service (USPSCs only)

*Note: If a US citizen, the Contractor's salary will be subject to employee's FICA and Medicare contribution.

ALLOWANCES (If Applicable):

(1) Temporary Lodging Allowance (Section 120)*
(2) Living Quarters Allowance (Section 130)*
(3) Post Allowance (Section 220)*
(4) Supplemental Post Allowance (Section 230)*
(5) Post Differential (Chapter 500)*
(6) Payments during Evacuation/Authorized Departure (Section 600)* and
(7) Danger Pay (Section 650)*
(8) Educational Allowance (Section 270)*
(9) Separate Maintenance Allowance (Section 260)*
(10) Educational Travel (Section 280)*

* Standardized Regulations (Government Civilians Foreign Areas).

FEDERAL TAXES: USPSCs are not exempt from payment of Federal and State Income Taxes