Solicitation for Cooperating Country National (CCN)
Personal Services Contract (PSC)
Accounting Technician (FSN-07)

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72066318R100010
2. ISSUANCE DATE: April 20, 2018
3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: May 04, 2018 before and/or on 5:00 PM (Close of Business)
4. POSITION TITLE: Accounting Technician
5. MARKET VALUE: FSN-7, $10,721 - $19,301 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. BASIC FUNCTIONS:

Under the direct supervision of the Supervisory Voucher Examiner, the Accountant Technician serves as a primary contact person for Mission payees. Responsibilities include receiving claims and vouchers for payment, date stamping and logging payments/invoices into the Mission’s Phoenix financial accounting and payment system, and ensuring compliance with the Prompt Pay Act provisions. The incumbent is responsible for reviewing vouchers for completeness, including checking the accuracy of payee information, completeness of supporting documentation, coordinating with IT to provide AOR/COR ASIST account etc.; and ensuring that documents are scanned into OFM share drive, entered into ASSIST Documentum Imaging System and are retained in accordance with the Agency’s regulations. The Incumbent is also responsible in processing Declining Balance Cards for payments as well as reimbursements. In addition to the above, the incumbent serves as the backup for the OFM Admin Assistant /Time and Attendance Supervisor during his/her absence from the office and assists the voucher examiners as needed.
10. STATEMENT OF DUTIES:

a. Scans and enters transmitted voucher documentation (including the voucher/invoice and any additional supporting documents pertaining to the payment) and other financial documents into the ASSIST Documentum Imaging System and OFM share drive; compares the data entered to the source documents to verify that the data has been properly entered; makes any necessary corrections; distributes payment documentation copies to payees and/or files the documents as appropriate; assists auditors, TDYers and other USAID colleagues in retrieving documents from the files and/or data warehouse; and ensures that all pulled documents are returned to the proper place. Process Declining Balance Cards for payments and reimbursements. (50%)

b. Receives claims and vouchers for payment and date stamps them; reviews vouchers for completeness, i.e. accuracy of payee information, completeness of supporting documentation and the availability of administrative approval; checks the Phoenix system for potential duplication; identifies invoices/claims subject to Prompt Pay and 1099-Misc Income Report requirements for correct recording in the system; enters vouchers/invoices and General Receipt collections into the Phoenix system; distributes vouchers to CTOs/EXO for administrative approval; monitors and ensures that vouchers are signed by the designated CTO/Activity Manager and returned within the required time frame for processing; and forwards approved vouchers to the appropriate voucher examiner for processing. (40%)

c. Serves as the main backup for the OFM Secretary with responsibility for USDH and FSN payroll during the OFM Admin Assistance’s absences. Performs other duties as assigned by the Supervisory Voucher Examiner, Chief Accountant, Deputy Controller or the Controller. (10%)

Supervisory relationship: The Supervisory Voucher Examiner is the direct supervisor. The incumbent also receives instructions directly from the Chief Accountant, Deputy Controller and Controller. Performs most tasks on personal initiative without detailed instructions establishing own priorities, except where pressing issues override. The position doesn’t involve supervising others.

11. AREA OF CONSIDERATION: Cooperating Country Nationals (CCNs) applicants. Cooperating country national means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

13. POINT OF CONTACT: addisusaidjobs@usaid.gov; Fekadu Tamirate at Ftamirate@usaid.gov.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

EDUCATION: Diploma in Accounting or Business Administration.

EXPERIENCE: At least 3 years of clerical/administrative experience, including experience with an automated data processing system or data entry experience is required.

LANGUAGE: Level III English ability (good working knowledge) is required. Fluency in Amharic is required.
KNOWLEDGE, SKILLS AND ABILITIES: The Accounting Technician should possess computer skill such as Excel, PowerPoint, etc. The incumbent should have knowledge of a standard office procedures and practices. The incumbent should also maintain a high level of customer service at all times. S/he should have the ability to develop an excellent understanding of USG file management and correspondence formatting.

Level II typing (minimum speed of 40 W.P.M. with a high degree of accuracy). Must be able to operate a PC, printer, and scanner. Quick grasp of the use of various software packages is essential. Organizational skills are needed in order to maintain files so that documents may be easily retrieved.

POST ENTRY TRAINING: Specialized training in the operation of data warehouse equipment, Phoenix, Microsoft Word, Excel, Windows, E-mail, USAID/W electronic phone directory, Internet, and other applicable software applications necessary to perform duties.

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– solicitation 172066318R100010 - Accounting Technician.
- 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 5 p.m. (Close of Business).

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 13.
EVALUATION FACTORS:

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant’s writing, presentation, and communication skills. On a supplemental document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 1,000 characters per factor, Times New Roman font, 12-font size, and 1” margins. Applicants should describe specifically and accurately the experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit. The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

FACTOR #1:
Receives claims and vouchers for payment and date stamps them; reviews vouchers for completeness, i.e. accuracy of payee information, completeness of supporting documentation and the availability of administrative approval.

FACTOR #2:
Scans and enters transmitted voucher documentation (including the voucher/invoice and any additional supporting documents pertaining to the payment) and other financial documents into the ASSIST Documentum Imaging System and OFM share drive; compares the data entered to the source documents to verify that the data has been properly entered; makes any necessary corrections; distributes payment documentation copies to payees and/or files the documents as appropriate; assists auditors, TDYers and other USAID colleagues in retrieving documents from the files and/or data warehouse; and ensures that all pulled documents are returned to the proper place.

FACTOR #3:
Serves as the main backup for the OFM Secretary with responsibility for USDH and FSN payroll during the OFM Admin Assistance’s absences.

BASIS OF RATING:

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview and/or written test performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

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<tr>
<th>Evaluation Factors:</th>
<th>40 points</th>
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<tbody>
<tr>
<td>Factor #1</td>
<td>15 points</td>
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<tr>
<td>Factor #2</td>
<td>15 points</td>
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<tr>
<td>Factor #3</td>
<td>10 points</td>
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Interview and Written Performance: 60 points
Satisfactory Professional Reference Checks-Pass/Fail (no points assigned)
Total Points: 100
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:


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