



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066318R10015
ISSUANCE DATE: July 05, 2018
CLOSING DATE/TIME: July 19, 2018

SUBJECT: Solicitation for a Cooperating Country Personal Service Contractor (CCNPSC) –
Project Accountant (FSN-10).

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified persons to provide personal services under contract as described in this solicitation.

Application must be in accordance with **Attachment 1, Sections I through IV** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the application.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Shayna Michael
A/Supervisory Executive Officer

U.S. Agency for International Development
US Embassy
Entoto Road
P. O. Box 1014
Addis Ababa, Ethiopia

Tel. : 251-11-306002
Fax : 251-11-242438
Website: www.usaidethiopia.org

USA Address:
2030 Addis Ababa Place
Washington, DC 20521-2030

**Solicitation for Cooperating Country National (CCN)
Personal Services Contract (PSC)
Project Accountant**

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72066318R10015
- 2. ISSUANCE DATE:** July 05, 2018
- 3. CLOSING DATE/TIME
FOR RECEIPT OF APPLICATIONS:** July 19, 2018 before and/or on 5:00
PM (Close of Business)
- 4. POSITION TITLE:** Project Accountant (Two positions)
- 5. MARKET VALUE:** FSN-10, \$18,740 - \$33,728 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. The services provided under this
contract are expected to be of a continuing
nature that will be executed by USAID
through a series of sequential contracts,
subject to the availability of funds.
- 7. PLACE OF PERFORMANCE:** US Embassy, Entoto Road, Addis Ababa
- 8. SECURITY LEVEL REQUIRED:** RSO Certification
- 9. BASIC FUNCTIONS:**

USAID/Ethiopia is one of the Agency's largest Missions implementing Economic Growth, Health, Education, Democracy and Governance, and Asset and Livelihood programs. The Mission also provides Regional support and oversight services to USAID/Djibouti, OFDA, and USAID/African Union. It has been the Accounting station for USAID/Djibouti since October 2015. The Regional Project Accountant is responsible for performing full range of project accounting in managing, directing and maintaining accounting systems with an operational yearly budget (OYB) of

approximately \$332.8 million (USAID/Ethiopia \$297 million, USAID/Djibouti, USAID/OFDA \$370K and USAID/AU\$). The incumbent reviews, analyzes, reconciles, and provides funds availability clearance on full range of funding documents; provides oversight, monitoring and control of funds usage to ensure the availability of budget allowance; analyses past, current, and future burn rates and project pipelines to ensure that adequate funding for programs and activities are available; reviews outstanding fund balances and prepares accrual worksheet and records in Phoenix ; prepares the monthly 1221 reconciliations, follows-up and clears all aged items over 90 days, and ensures that the mission complies with the Agency's Policies and Procedures. S/he initiates modifications and or introduces new methodology necessary for the effective and efficient use of agencies approved accounting systems by the Office of Financial Management (OFM). S/he provides guidance and advice on project funded activities of President's Emergency Plan for AIDS Relief (PEPFAR), Health Aid Population & Nutrition (HAPN), Economic Growth & Transformation (EG&T), Education & Youth, Democracy & Governance, and Asset & Livelihood Transition (ALT) portfolios. The incumbent needs to be knowledgeable of various computerized accounting, procurement and reporting systems such as Phoenix, E2i, e-CART,ILMS/ARIBA, and GLAAS etc. that are critical to ensure consistent, structured and accurate preparation of the Mission financial reports, Agency periodic & special reports, as well as for responding to the financial enquiries by USAID/W, Mission management, clients and auditors. The incumbent is under the direct supervision of the Chief Accountant but ultimately reports directly the status of all program funded activities to the Controller or Financial Management Officer (FMO) and Senior Management Team. S/he backups the Operating Expense (OE) Accountant and Budget Analysts in formulating the, Cost of Operation Budget (COB), and preparing quarterly OE funds spend plan for the Mission and its client Missions. Also, serves as the primary backup for the Accounting Systems Coordinator for the Mission's GWA report and the monthly final SF224 cash reconciliation with the Treasury, and response to USAID/W and the Mission management's request. Also, s/he is an alternative back-stop to the Chief Accountant.

10. STATEMENT OF DUTIES:

Project Accounting (35%)

The regional project accountant performs specialized financial management and accounting operations in support of all program funded activities for USAID/Ethiopia and its client Missions (USAID/Djibouti, USAID/Africa Union and OFDA).

S/he uses Phoenix as a primary automated accounting system platform to record, control and report on all program activities of USAID/Ethiopia, USAID/Djibouti, USAID/OFDA and Africa Union (AU). Ensures the integrity of the accounting system for all transactions such as budget, acquisitions, accounts payable, bills for collection, and accrual subsystems are properly and correctly incorporated and accounted for. In addition, s/he works on E2i travel authorizations, ILMS/ARIBA Embassy procurement system, GLAAS and e-CART cash reconciliation. S/he coordinates with the controllers, IT team, OAA, EXO, M/CFO and the Embassy/Procurement to ensure an appropriate

accounting and procurement systems are in place and used. Also, assists the technical teams on GLAAS-Phoenix transactions interface and fund cite related issues.

- Performs full range of project accounting, Provides funds availability clearance/information on activity implementation documents. Prepares and/or reviews commitment and obligation documents and ensures that transactions are accurate, and compliance with the Agency Financial Management Policies and Procedures. Establishes and maintains formal accounting records through Phoenix.
- Provides information and advice to the mission management, Technical office, host country counter parts and concerned USAID/Washington Personnel through reports and special studies on all types of project funded accounting transactions on the progress of financial plans, funding requirement, and opportunities/ savings.
- Reviews, tracks, maintain records and provide funds availability clearance on all funding documents including Strategic/Development Objective Bilateral Agreements with the Ethiopia Government, the Government of Republic of Djibouti, and African Union. Also, prepares and or clears a Modified Acquisition and Assistance Request Documents (MAARD), Journal Vouchers, Travel authorizations (international and local trips), Purchase order, SF1081s, SF1190s, SF182, Lease documents, Employee Contracts, grants, implementation letter, miscellaneous obligation document, and so on.
- Downloads Voucher Activity Detail Report (VADR) from the Charleston website (SHIFT account) on monthly basis; converts the document to a workable format and save on a shared drive for manual posting in Phoenix. Verifies each VADR transaction before posting for correctness and availability of obligation. Ensures that VADRs aged over 90 days are identified and closely followed-up and recorded in Phoenix. For other Mission (s) transactions, contacts the staff and clears as soon as possible.
- Receives and or sends all Intra-Agency-Payments (IPAC) charges from/to Washington/other Missions. Ensures that all outstanding IPACs are properly identified and recorded in Phoenix, and reconciled in the SF-224 Financial Report.
- Coordinates with the EXO and technical offices, and develops accruals for all administrative support cost of the Mission and its client Missions. Also, advises and coordinates with the financial analysts on a quarterly accrual activities, including the preparation of accrual worksheets. Verifies accrual figures computed by the AORs/CORs and posts in Phoenix on quarterly basis.

Funds Control and Compliance (30%)

- Analysis past and current expenditure rates, current and projected pipelines, and projected burn rates to ensure that adequate funding is always maintained and accurate accruals are prepared.
- In coordination with the financial analysts, conducts financial reviews of prospective grantees to determine the adequacy of their accounting systems, internal controls, and their capability to manage USAID grants.
- Conducts 1311 reviews in accordance with USAID's Financial Management Policies and Procedure. Monitors expenditures to ensure that budgets are not exceeded. Tracks, analyzes, adjusts and maintains records of all un-liquidated obligations, and ensures that obligations are in compliance with the Congressional notification and other USG regulation requirements. Assesses and plans for upward adjustments of obligation, de-

obligation of excess funds. Updates the Mission Management Team on the status of Unliquidated Obligations (ULOs) and excess/shortage of funding as deemed necessary

- Reviews all contracts and purchase order closeouts to ensure that all requisite activities are included in the closeout process and that all un-liquidated funds are reconciled.

- Advises the contracting officers, EXO, A/CORs and Chief Accountant on the amounts available for de-obligation and reprogramming. Identifies alternative sources of funds to cover unexpected payments and recommends on de-obligation of excess funds

Financial Reporting (20%)

- The incumbent provides the mission management, client missions and customers with accurate and timely financial reports including the status of Project Funded Operational Costs (PFOC), Pipeline reports, cost analysis, ICASS workload count and budget analysis report, and so on. Customers include the U.S. Embassies, Africa Bureau, Washington CFO office, Office Directors, technical staff, various project managers and team leaders, other Agency officials, implementing partners and the Government of Ethiopia. Prepares and submits monthly, quarterly and annual financial and or data call reports to the Mission Management and/or USAID/W personnel. Performs the monthly SF 1221 and SF 224 cash reconciliation with the US Disbursing Offices (USDOS) and the US Treasury respectively. Prepares SF1081s for payroll appropriation differences with the USDO and makes sure that all appropriations are reconciled with the U.S. Treasury GWA records.

- Provides subject matter expert accounting advice and assistance to the Payment Section staff and prepares journal voucher to correct erroneous payment and or collections related transactions.

- In coordination with the Controller, Chief Accountant or Financial Analysts addresses audit findings/issues providing required supporting document and or explanations.

- Serves as the main Point Of Contact for ICASS related matters which includes reviewing and updating workload counts, conducting budget reviews, reviewing ICASS invoices for accuracy before the Controller and Mission Director's approval and signature; and providing fund sites for the ICASS bills.

Prepares the monthly Treasury Account reconciliation file certifications and the annual certification of completion and maintenance of file documentation supporting the monthly Treasury Account reconciliations for the Controller's signature.

- Maintains and reports on the quarterly USAID Financial Data Collection Tool, including property plant and equipment (PP & E), operating leases, expendables, vehicles, Unfunded accrued annual leave balances, and Voluntary FSN Separation Trust Fund . Also prepares an Intra-Agency Transfer Agreement (632B) for IT Cost Recovery, funds and sends the report to M/CIO. Works on the annual validation of PP & E assets.

Others (Back-stop, Budget Formulation, Training and others, 15%)

- A primary back-stop to the OE Accountant and Budget Analyst in performing a day-to-day functions and in formulating the, Cost of Operation Budget (COB), and preparing quarterly OE funds spend plan for the Mission and its client Missions.

- Also a primary back-stop for the Accounting Systems Coordinator for GWA and final SF224 reporting, and an alternative back-stop to the Chief Accountant.
- Prepares and designs training materials on different accounting topics for presentation to the new OFM staff, technical team, Mission management and implementing partners.
- Performs additional job responsibilities as assigned by the Chief Accountant, Deputy Controller or Controller.

Supervision Received: The Chief Accountant is the first line supervisor of the Regional Project Accountant position and provides on the job training, task specific coaching and other advice and assistance as required. Completed work is reviewed for professional, technical adequacy, compliance with USAID Policies and Procedures, conformance with good accounting practices, and general quality levels. However, the incumbent is expected to perform in a professional manner with considerable independence and responsibility within his/her portfolio(s) of assignment.

Supervision Exercised: This is a non-supervisory position.

- 11. AREA OF CONSIDERATION:** Internal USAID applicants only who are U.S. Government 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: A University degree in Accounting, Finance, Business Administration or other related field is required. ACCA/CPA Certification is desirable.

Prior Work Experience: A minimum of five years of progressively responsible experience in professional accounting and financial management.

Post Entry Training: On-the-job training by USAID financial staff. The following formal training opportunities covering U.S. government financial regulations and USAID policies and procedures will be provided as soon as possible: USAID Accounting Basic and Advance, Travel Policy, Regulations and Allowances, Appropriations Law, USAID Financial Management Overview, Supervisory Skills, Internal control Assessment, ICASS Systems and Procedures, Cash Reconciliation.

Language Proficiency: Level IV (fluent) in English reading, speaking and writing is required. Level IV (fluent) in Amharic and or other local language also required.

Job Knowledge: Excellent Knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and procedures of the host government and business financial accounting, budgeting and reporting is required.

Skills and Abilities: Excellent analytical skills and sound judgment are required. The incumbent must be able to compile and present detailed financial information in a concise and professional manner. S/he must have the ability to analyze and develop procedures and internal controls to ensure the integrity of USAID financial data. S/he must be able to understand and implement financial management operations required by law or regulation. The incumbent must possess excellent communication skills to establish and maintain effective working relationships with American, third-country, and locally employed personnel in USAID, other USG Agencies, USG implementing partners and other stakeholders. S/he must have solid word processing and spreadsheet skills and be proficient in the use of office software, including Microsoft Word, Excel, and power point.

III. EVALUATION AND SELECTION FACTORS

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. 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. **Only the highest-ranked applicants will be interviewed.**

FACTOR #1: Education

A University degree in Accounting, Finance, Business Administration or other related field is required. ACCA/CPA Certification is desirable.

FACTOR #2: Experience

A minimum of five years of progressively responsible experience in professional accounting and financial management.

FACTOR #3: Job Knowledge, Skills and Abilities

Excellent Knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and procedures of the host government and business financial accounting, budgeting and reporting is required.

Excellent analytical skills and sound judgment are required. The incumbent must be able to compile and present detailed financial information in a concise and professional manner. S/he must have the ability to analyze and develop procedures and internal controls to ensure the integrity of USAID financial data. S/he must be able to understand and implement financial management operations required by law or regulation. The incumbent must possess excellent communication skills to establish and maintain effective working relationships with American, third-country, and locally employed personnel in USAID, other USG Agencies, USG implementing partners and other stakeholders. S/he must have

solid word processing and spreadsheet skills and be proficient in the use of office software, including Microsoft Word, Excel, and power point.

BASIS OF RATING:

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated. 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:

Evaluation Factors (50 points):

Factor #1: **10 points**

Factor #2: **20 points**

Factor #3: **20 points**

Interview Performance: 50 points

Satisfactory Professional Reference Checks-Pass/Fail (no points assigned)

Total Points: 100

APPLICATION & SELECTION PROCESS: All applicants must submit a completed form (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 sday– solicitation **72066318R10015 - Project Accountant**
- 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**.

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, 6043 or 7081.

NOTE: THE APPLICATION FORM IS AVAILABLE FREE OF CHARGE UPON REQUEST AND IS 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:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs> .
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

EQUAL EMPLOYMENT OPPORTUNITY: *The U.S. Mission in Ethiopia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Ethiopia also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared by:

Roger Lapp _____