SUBJECT: Solicitation for U.S. / Personal Service Contractor (US/PSC) - Human Resources Associate position

Dear Prospective Offerors:

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

Offers must be in accordance with Attachment1, Sections I through VIII of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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

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

Sincerely,

Shelby Hunt
Supervisory EXO

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 U.S. Personal Services Contractor (USPSC)
Human Resources Associate
USAID/Ethiopia, Addis Ababa

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72066319R00002

2. ISSUANCE DATE: November 16, 2018

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: December 15, 2018 (5:00pm Ethiopia’s local time.)

4. POSITION TITLE: Human Resources Associate

5. MARKET VALUE: $32,264 – $41,939 per annum equivalent to GS-6. The final compensation will be negotiated within the listed market value based on the successful candidate’s salary history, work experience, and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.** Resident-Hires USPSCs are not eligible for any fringe benefits, differentials, or allowances; and are only eligible for FICA, health insurance, and life insurance.

6. PERIOD OF PERFORMANCE: Twelve months, Part time 20 hours/week

7. PLACE OF PERFORMANCE: Addis Ababa, Ethiopia with possible travel as stated in the Statement of Work.

8. SECURITY LEVEL REQUIRED: Facility Access. The final selected candidates must obtain both the appropriate security and medical clearances within a reasonable period of time. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

9. STATEMENT OF DUTIES

   1. General Statement of Purpose of the Contract

   A. Background of the Project

   The USAID/Ethiopia’s Office of Assets and Livelihoods in Transition (ALT) is responsible for managing USAID’s largest overseas portfolio of humanitarian and development food assistance, food security, livelihoods and disaster risk management activities. The twenty-two person ALT team is comprised of three USDHs, three USPSCs, and 16 FSNs.
The ALT Office is working to complete a strategic staffing and organizational design process that will require considerable Human Resources support.

**B. Organizational Location of Position:**

The Human Resources Associate will be a part of the USAID/Ethiopia’s ALT team. As part of the ALT Management Team, s/he will work collaboratively with all ALT Team Leaders and Supervisors.

**2. Statement of Duties to be Performed**

The Human Resources Associate will provide critical and targeted assistance to support a wide variety of Human Resources (HR) activities for the Office, such as performance evaluations, recruitment, job description updates and position classifications.

Specific responsibilities will include but are **not limited to** the following:

**Position Classification (60%)**

1. In partnership with ALT Office management and team members, develop an updated set of position descriptions, Job Description Help Sheets, and associated position classification packages for all members of the ALT Office.

2. Map staff responsibilities to Position Descriptions and ensure consistency between these documents, the ALT activity matrix, OAA databases, and reality.

**Organizational Design and Team Building (15%)**

1. Support ALT Management, in partnership with external consultants, to develop an action plan that implements findings and recommendation of Organizational Design study.

2. Guide design of office retreats and off-site meetings.

3. Review ALT’s current system for maintaining personnel files and support the Project Management Assistant with ideas and best practices for improving the system.

**Recruitment Support (15%)**

1. Provide technical or administrative support to the ALT Office during position recruitment and Technical Evaluation Committees. Take notes and support the drafting of selection memos.

**Performance Management Support (10%)**

1. Support Supervisors with personnel evaluations and guide supervisors, where needed, on processes for including 360 feedback in evaluation text.

2. Review ALT’s current system for maintaining personnel files and support the Project Management Assistant with ideas and best practices for improving the system.
3. Supervisory Relationship

The Human Resources Associate will be a part of the USAID/Ethiopia’s ALT team. As part of the ALT Management Team, s/he will work collaboratively with all ALT Team Leaders and Supervisors, but will be supervised by the Office Director. The incumbent will be expected to show strong independent initiative and work with minimal supervision.

4. Supervisory Controls

None.


“U.S. Resident Hire Personal Services Contractor” (“PSC”) means a U.S. citizen who, at the time of hiring as a PSC, resides in the Cooperating Country: (1) As a spouse or dependent of a U.S. citizen employed by a U.S. Government Agency or under any U.S. Government-financed contract or agreement, or (2) For reasons other than for employment with a U.S. Government Agency or under any U.S. Government-financed contract or agreement. A U.S. citizen for purposes of this definition also includes a person who at the time of contracting is a lawfully admitted permanent resident of the United States and have a valid work authorization for Ethiopia.

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

12. POINT OF CONTACT: Supervisory Executive Officer, Shelby Hunt and HR Specialist, Fekadu Tamirate at addisusaidjobs@usaid.gov.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

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.

This position requires a combination of interpersonal, administrative, and process management skills. S/he must be able to work effectively and adeptly through bureaucratic processes in order to achieve specific and tangible results. The following specific qualifications are necessary:

EDUCATION: REQUIRED: Bachelor’s degree in administration, management, social science, communications or any related field.

WORK EXPERIENCE: REQUIRED: Three years of experience working in an office setting. Preference for at least one year specialized experience in human resource management or international development and one year writing technical or specialized documents for public consumption.
III. EVALUATION AND SELECTION FACTORS
The Technical Evaluation Committee will establish the competitive range/cut-off points per the evaluation factors listed below. These criteria will be used for evaluating and scoring each application. Therefore, applicants must provide full information on each selection criteria. The TEC will conduct interviews with all offerors in the competitive range and provide the final rating/ranking of the offerors based on the interviews. Per AIDAR Appendix J and ADS 309, the following evaluation criteria to screen applications further will apply and additional evaluation points will be given for criteria beyond the minimum requirement. Be sure to include your name and the solicitation number in your application.

EDUCATION (10 points): Relevant educational background at the Bachelor's level in fields related to administration, management, communications, human resources, business administration, international development or social sciences. Additional evaluation points will be given to offerors who exceed the minimum requirement.

EXPERIENCE (50 points): Relevant experience working in an office setting, with preference for specialized experience in human resource management or international development. Human resource experience may include organizational design or development, performance management and performance evaluation, or recruitment.

KNOWLEDGE (15 points): Understanding of techniques or practices to navigate bureaucratic processes and environments.

ABILITIES AND SKILLS (10 points): Ability to manage and prioritize tasks in a hectic environment; ability to see projects through to completion with little to no external supervision.

COMMUNICATION SKILLS (15 points): Demonstrated experience writing or drafting documents for internal (memos, briefing materials) or external (public) consumption.

IV. APPLYING
For your application to be considered, the following documents must be submitted:


2. Offers must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I, item 12.

3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.
4. Letter of Application and current resume.

5. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

6. Application must be submitted ONLY via addishusaidjobs@usaid.gov and the email subject must say – 72066319R00002 - Human Resources Associate.

7. Please submit the application only once; and

8. Late and incomplete applications will not be considered; the application must be submitted before or on the closing date at local Ethiopia time 5 p.m. (Local Ethiopia, Addis Ababa Time).

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Sensitive Positions for National Security (SF-86), or
3. Questionnaire for Non-Sensitive Positions (SF-85)
4. Finger Print Card (FD-258)

VI. BENEFITS

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

1. BENEFITS:
   (a) Employer’s FICA Contribution
   (b) Contribution toward Health & Life Insurance
   (c) Pay Comparability Adjustment
   (d) Annual Increase (pending a satisfactory performance evaluation)
   (e) Eligibility for Worker's Compensation
   (f) Annual and Sick Leave

VII. TAXES

USPSCs are required to pay federal income taxes, FICA, Medicare and applicable state income taxes.
VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO TOPSCs

USAID regulations and policies governing USPSC 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

EQUALEMPLOYMENTOPPORTUNITY: 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.