SOLICITATION NUMBER: 72066319R10008

ISSUANCE DATE: May 20, 2019
CLOSING DATE/TIME: June 3, 2019

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – Secretary/Administrative Assistant (Local Compensation Plan)

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 Attachment 1, 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 to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

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

Sincerely,

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
1. GENERAL INFORMATION

1. SOLICITATION NO.: 72066319R10008

2. ISSUANCE DATE: May 20, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: June 3, 2019 before and/or on 5:00PM Ethiopian local time (close of business).

4. POSITION TITLE: Secretary/Administrative Assistant

5. MARKET VALUE: FSN- 7, $10,721.00 to $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: Five (5) years. The services provided under this contract are expected to be a continuing nature that will be executed by USAID through series of sequential contracts, subject to the availability of funds.

7. PLACE OF PERFORMANCE: US Embassy, Entoto Road, Addis Ababa with possible travel as stated in the Statement of Work.

8. SECURITY LEVEL REQUIRED: Regional Security Office certification.

9. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

USAID/Ethiopia is one of the largest and most complex Missions in the agency, providing support in the areas of humanitarian assistance, disaster risk preparedness, resilience, economic growth, education, and democracy and governance. With an active portfolio worth $2 billion, USAID/Ethiopia’s Program Office plays a critical role in strategic planning, project design, budgeting, performance management, and public outreach and engagement. As such, we are looking for a highly dynamic and proactive program assistant who can effectively and efficiently manage Program Office operations, administrative tasks, and support program related objectives.

2. Statement of Duties to be Performed

Provide Administrative Support (50%)
- Effectively manages day to day scheduling of events and reservations of conference rooms, phone lines, and venues.
- Ensures the success of Program Office-sponsored meetings and events by reserving rooms, printing materials and arranging for all basic Information Technology (IT)-related needs in a timely manner.
- Answers all phone calls with a customer service friendly attitude and ensures timely response and follow up.
• Submits facility access requests for and escorts all visitors.
• Facilitates travel and other logistical arrangements for PRO Office and TDY staff/consultants who are working with PRO.
• Ensures office supplies are sufficiently stocked.
• Prepares and approves e-country clearances.
• Initiates GLAAS requests on behalf of PRO to process incremental funding, solicitation, close out, etc.
• Prepares WebTA and time and attendance sheets on a bi-monthly basis.

Provide Program Support (50%)
• Receives and tracks unsolicited proposals. Drafts official response letters.
• Manages partner and mechanism listings, making continuous updates and coordinating with Mission staff as appropriate.
• Prepares and/or coordinates with staff to prepare briefers, memoranda, and letters on behalf of the Program Office.
• Provides support with formatting and editing documents that are generated by the Program Office.
• Effectively coordinates and manages communications within and outside of the Program Office in a customer-service friendly manner.
• Provides leadership in professionalizing Program Office communications, e.g. digital communication, professional emails, notices to implementing partners, donors, and/or others in the wider development community.
• Manages taskers from Washington as assigned and where appropriate and provides leadership in coordinating input from relevant offices. Drafts material and circulates for review and clearance.
• Conducts research as needed by the Program Office, e.g. tracking donor operations.
• Provides leadership in organizing and coordinating occasional events, e.g. Implementing Partners conference. This includes leading temporary teams in coordinating and arranging logistics and overseeing the development of event materials.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship
The incumbent will report to the Supervisory Program Officer, or designee.

4. Supervisory Controls:
None

10. AREA OF CONSIDERATION: All interested applicants. Cooperating Country National Personal Service Contractor (CCN PSC). 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.
11. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

12. POINT OF CONTACT: addisusaidjobs@usaid.gov; Fekadu Tamirate.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

   a. EDUCATION: At least two years of full-time post-secondary study at college or university in Management, or related field is required.

   b. PRIOR EXPERIENCE: At least three years of experience in program/administrative assistance is required.

   c. LANGUAGE: Level IV in English and Amharic ability (fluent) is required.

III. EVALUATION AND SELECTION FACTORS

   The following evaluation factors for evaluating applications are established. The Technical Evaluation Committee will establish the competitive range/cut-off points per the evaluation factors listed below. Applicants are encouraged to provide a narrative for each selection criteria listed below in this section. This information will be used for evaluating and scoring each criterion. The TEC will conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on the interview. The CO will consider findings from the reference checks as part of the responsibility determination. Be sure to include your name and the solicitation number at the top of each page.

   EDUCATION (10 points): At least two years of full-time post-secondary study at college or university in Management, or related field is required.

   EXPERIENCE (30 points): At least three years of experience in program/administrative assistance is required.

   KNOWLEDGE, SKILLS, and ABILITIES (60 points): The incumbent for this position must have sound knowledge of office management practices and maintain confidentiality. Understanding of basic development terminology and knowledge of USAID administrative and technical requirements is advantageous.

   The position requires strong written and verbal communication skills. The incumbent must be customer-service oriented, proactive, highly motivated, and is a self-starter. The incumbent must have excellent time management skills. The position also requires a strong work ethic, self-confidence, the ability to accept and learn from constructive feedback, teamwork, leadership, knowledge of office management systems, procedures and protocols, proficiency in MS Office, and the ability to multi-task.
IV. PRESENTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form DS-174 Application for U.S. Federal employment along with a cover letter and resume written in English. The DS-174 Application form can be found in the U.S. embassy website https://et.usembassy.gov/embassy/jobs/;

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. Copies of credential documents (i.e., degree, training certificates, etc.);

4. Application must be submitted ONLY via addisusaidjobs@usaid.gov and the email subject must say– solicitation 72066319R10008, Secretary/Administrative Assistant

5. Please submit the application only once; and

6. 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).

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

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer 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 Non-Sensitive Positions (SF-85)
3. Finger Print Card (FD-258)

VI. BENEFITS/ALLOWANCES

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

1. BENEFITS:
   Group life insurance, medical coverage, annual leave and sick leave.

2. ALLOWANCES:
   Meal allowance and miscellaneous benefit allowance.
VII. **TAXES**

The employees are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

VIII. **USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN/TCN 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

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**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.

The EEO complaint procedure is 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.