SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC) – Accounting Technician (FSN-07).** *(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 VII** 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.
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72066319R100011

2. ISSUANCE DATE: June 14, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: June 28, 2019 before and/or on 5:00PM Ethiopian local time (close of business).

4. POSITION TITLE: Accounting Technician (FSN-07).

5. MARKET VALUE: FSN-07, $10,721.00 to $19,301.00. 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

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

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 ASIST 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%)

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%)

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%)

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 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.

4. **Supervisory Controls:** None

10. **AREA OF CONSIDERATION:** All interested applicants. Cooperating Country National Personal Service Contractor (CCNPSC). 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**

**EDUCATION:** Diploma (2 years post-secondary studies) in Accounting or Business Administration.

**PRIOR EXPERIENCE:** At least 3 years of experience with an automated data processing system or data entry experience.

**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.

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 (30 points):** Diploma (2 years post-secondary studies) in Accounting or Business Administration. Additional evaluation points will be given to offerors who exceed the minimum requirement.

**EXPERIENCE (40 points):** At least 3 years of experience with an automated data processing system or data entry experience.

**KNOWLEDGE, SKILLS, and ABILITIES (30 points):** 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.

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 addisuaidjobs@usaid.gov and the email subject must say- solicitation 72066319R100011, Accounting Technician.

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. 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

**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.