Solicitation for Resident-Hire U.S. Personal Services Contractor (PSC)
Procurement, Logistics, and Travel Team Leader
USAID/Addis Ababa, Ethiopia

1. **SOLICITATION NO.:** SOL-663-17-000012
2. **ISSUANCE DATE:** March 17, 2017
3. **CLOSING DATE:** April 16, 2017
4. **POSITION TITLE:** USAID Procurement, Logistics, and Travel Team Leader
5. **MARKET VALUE:** GS-12 ($62,722 - $81,541 per annum). 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. Please note that U.S. resident-hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history, and educational background.
6. **PERIOD OF PERFORMANCE:** Two year, with three one-year options to extend. Extensions will be contingent on satisfactory performance, continued need for the services and availability of funds. No PSC contract may exceed a five-year period of performance.
7. **PLACE OF PERFORMANCE:** USAID Ethiopia, Addis Ababa
8. **AREA OF CONSIDERATION:** U.S. Citizens*[1]
9. **SECURITY CLEARANCE:** The final selected candidates must be able to obtain a Secret clearance and medical clearance within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

OVERVIEW

This position is located in the USAID Ethiopia Executive Office (EXO), one of four support offices in the USAID mission in Ethiopia. With an annual operating budget of approximately $1 billion, USAID Ethiopia implements one of the most comprehensive development programs in Africa. The USAID Ethiopia EXO provides the full range of administrative management services in support of USAID activities in Ethiopia and provides services to an authorized staffing pattern of 200+ positions. In doing so, the EXO supports a range of administrative and logical support functions and ensures effective and efficient administrative operations in personnel management, information technology management, travel management, administrative services, and correspondence and records management.

BASIC FUNCTIONS

The incumbent serves as the team leader of the Procurement, Logistics, and Travel division in the EXO, overseeing a full range of general support functions, including, but not exclusive to: (1) travel management, (2) simplified procurement, and (3) program logistics. The incumbent will supervise a section consisting of four Foreign Service National (FSN) positions. This position will serve as a senior

[1] Only U.S. citizens are eligible for security clearance. Contractors that are not U.S. citizens shall not have access to classified or administratively controlled information. Per AIDAR Appendix D, 1 (5), Resident Hire" means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country: A spouse of a U.S. citizen employed: (A) by a U.S. Government agency; or (B) under any U.S. Government-financed contract or agreement; or (C) under any other contract or agreement that provides for repatriation to the United States; or for reasons other than employment: (A) with a U.S. Government agency; or (B) under any U.S. Government financed contract or agreements; or (C) under any other contract or employment arrangement that provides for repatriation to the United States.

manager in the EXO and will serve as an acting deputy executive officer, as needed. Frequent communication and regular updates to senior EXO management is required to succeed in this position.

MAJOR DUTIES AND RESPONSIBILITIES

General Leadership and Administrative Functions (30%)

- Collaborates and assists the executive officer and/or deputy executive officer in the development, analyses and implementation of staffing, training, scheduling, and reward/recognition for this team and the development and implementation of PTL team responsibilities.
- Ensure internal and financial controls and authorizations are in place for all areas under the PLT, to support best management practices and financial accountability and integrity, providing approval and authorization, as appropriate.
- Leads the PLT team members by providing daily direction, oversight, organization, and communication to ensure that team plans and work are assignments are handled in a timely, efficient, and knowledgeable manner and followed up, as appropriate.
- Ensures internal controls and procedures are established to ensure effective use of personnel.
- Hosts regular staff meetings to improve administrative operations and address customer concerns.
- Evaluates work performance and recommends position description updates, training opportunities, and/or incentive awards.
- Prepares correspondence and reports for submission to USAID/Washington on administrative functions, including lease updates, asset management, and vehicle inventory.
- Leads the development of self-service processes, where possible, to include forms, spreadsheets, etc., and in applicable administrative guides.
- Ensures the creation and implementation of consistently high quality products (i.e. communication materials, forms, database activities, USAID intranet contributions, etc. or activities for the PLT team.
- Ensures adequate staffing, coverage, back up, attendance, time management, and administrative systems are in place to support the PLT team's high performance for all support areas under the PLT, while ensuring team members are mentored/developed on a regular basis, coaching performance as needed.
- Supports and fosters team work and collaboration to improve processes across all of EXO services and actively participates in the EXO management team meetings, recommending and developing organizational policies and procedures that can support improved coordination and customer support, advising the supervisory executive officer or deputy executive officer of issues that remain unresolved.
- Leads, guides and/or works as a team member for special or ongoing projects that are important to area/process improvement.
- May be required to resolve and represent the EXO related to both routine and complex issues, using creativity and discretion, and to liaise with members of other U.S. Government

agencies, ministry officials, or partner agencies in the course of duty to address or resolve concerns.

- Creates and ensures updates for standard operating procedures in all customer service areas to document practices, ensure consistency in practice, and monitor for improvements, ensures document files are kept and maintained for all tracking mechanisms.

Administration of Procurement/Contracting Activities (30%)

- Provides general supervisory oversight to the mission's Simplified Acquisition Procurement unit. Oversees one Procurement Specialist.
- Receives, evaluates, and approves mission's procurement requisitions to ensure that the items requested are justified by the requesting office, funds are available, items are economical or can be substituted and have accurate specifications so as to obtain competitive offers from U.S. or local suppliers.
- Develops and actively manages mission OE procurement budget throughout the fiscal year cycle.
- Develops internal procurement policies for USAID Ethiopia and ensures procurements follow AIDAR and FAR regulations.
- Oversees the preparation and timely submittal of required procurement reports to Washington and contract closeout action.
- Reviews and approves invoices for items procured for payment.
- Approves payment up to authorized limits for the services or item procured through petty cash.

Transportation and Property Management (20%)

- Develops internal travel policies for USAID and manages one travel assistant.
- Tracks and recommends approval of restricted travel requests; monitors the USAID travel locator and reports domestic and international travel to internal stakeholders, and updates embassy staff on personnel tracking.
- Ensure timely approval and authorization of travel for internal staff and serves as approver for travel authorizations in the E2 system, ensuring alignment with travel regulations and consistency in applications.
- Coordinates and seeks approval for open authorizations for domestic travel.

General Logistics Support to Implementing Partners (15%)

- Develop and manage implementing partner guidance for USAID Ethiopia's 150+ contracts and grants/cooperative agreements. Work with contracting officer representatives and assistance officer representatives to provide sound customer service to USAID implementing partners.
- Plans, assigns and tracks work of the USAID Program Logistics coordination division for such activities as obtaining the Ministry of Foreign Affairs identification cards, visas, duty free privileges, and driving licenses for key personnel of USAID implementing partners.

- Plans, assigns and tracks shipments of UAB, CNS, and HHE & POV for implementing partners' key personnel. Responsible for obtaining USAID Ethiopia partners' expatriate staff chief of party and deputy chief of party's resident permit, visas, duty free privilege, POV registration and driving licenses.

- Oversee the management of 150 projects implemented by 99 partners, building strong relationships with the mission Office of Acquisition and Assistance, the Government of Ethiopia, and USAID implementing partners.

Real Property (5%)

- Arranges and tracks logistic support to USAID leased residences, offices and Warehouse properties provided by ICASS, ensuring compliance with USAID/W regulations, U.S. mission, inter-agency and USAID Ethiopia policies and procedures.

- As required by the EXO, prepares space plan studies and collects cost information on office space.

- Coordinate with housing GSO for the acquaintance claims when leases are terminated to the satisfaction of landlords and USAID.

- Analyses non-routine requests and special requirement for services in residential facilities and recommends appropriate action under guidance of EXO and ensures satisfactory completion of work in co-ordination with procurement.

REQUIRED QUALIFICATIONS AND EVALUATION CRITERIA:

To be considered for this position, applicants must meet the following minimum qualifications. For those who do, further consideration and selection will be based on panel assessment of the selection criteria, also listed below. Applicants are required to address each of the selection criteria on a separate sheet, describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the solicitation number at the top of each additional page.

Selection will be based on the following criteria **(Maximum of 100 Points Available):**

- **EDUCATION** (10 points): REQUIRED: Completion of a Bachelor's Degree in business administration, management, public administration, financial management or relevant field. DESIRED: A higher level graduate degree (Master's Degree) and formal U.S. Government training in areas of procurement, contracting, personnel administration, and general administration.

- **WORK EXPERIENCE** (30 Points): REQUIRED: At least five years of progressively responsible experience in administrative support services, with at least two years of supervisory experience, or management of leading teams. DESIRED: Demonstrated successful experience in the field of management and administration including general services, management analysis and planning, procurement, and travel management. Performing and supervising U.S. Government administrative management operations, with overseas experience, specifically related to administrative management for a large and complicated organization. In addition, a thorough knowledge of the interagency foreign affairs manuals and programming, planning, budgeting, contracting and supply management procedures. U.S. Government experience and knowledge – preferably with USAID and/or other foreign affairs agencies – are not required, but important for the candidate to effectively and credibly handle all responsibilities, including interactions with senior level colleagues within USAID and the Embassy.

- **LANGUAGE PROFICIENCY** (10 points): REQUIRED: Native English (reading, writing and speaking) at the full professional level. Candidate must have the ability to present analysis and recommendations in clear written and oral format.

- **KNOWLEDGE** (25 Points): REQUIRED: Extensive knowledge of management processes including the creation, implementation and assessment of administrative management. DESIRED: A demonstrated knowledge of U.S. Government regulations, which may include the Department of State's Standardize Regulation and USAID's Automated Directive Systems, governing all areas of administrative management and support operations.

- **ABILITIES AND SKILLS** (25 Points): REQUIRED: At least two years of managerial experience with the ability to present analysis and recommendations in clear written and oral formats. Ability to develop and maintain strong professional contacts with high-level U.S. Government officials. DESIRED: The ability to lead, train and supervise, across cultures. Ability to analyze, conceptualize negotiate, exercise sound judgment, originate ideas, proven ability to identify problems and develop creative solutions, and the interpersonal skills to handle requests and complaints with patience, diplomacy and sense of humor. Demonstration of these abilities and skills in the unique U.S. Government environment.

POSITION ELEMENTS

- **Supervision Controls**: The Procurement, Logistics, and Travel Team Lead will provide administrative direction to employees in terms aligned with mission, agency and U.S. Government policy. However he/she will exercise independent judgment in planning and carryout tasks, resolving problems and conflicts, and taking steps necessary to meet deadlines. The supervisory executive officer will be responsible for the incumbent's work objectives, but the incumbent will be responsible to plan independently and carry out assignments.

- **Supervision Received:** The Procurement, Logistics, and Travel Team Lead will be supervised on a day-to-day basis by the supervisory executive officer at USAID Ethiopia, but is expected to be in regular contact with the embassy's International Cooperative Administrative Support Services staff.

- **Available Guidelines:** An understanding of USAID and embassy policies related to administrative management is desired.

- **Complexity:** The incumbent should analyze and evaluate USAID Ethiopia administrative procedures and the associated embassy ICASS policies and procedures. The incumbent should have the ability to identify complex problems and find time-sensitive solutions. Broad responsibilities will include providing administrative leadership to the EXO and the USAID Front Office, as well as the embassy's General Services Office. A strong ability to evaluate internal and U.S. Government policies is necessary to strengthen EXO's service quality, effectiveness, and efficiency.

- **Scope and Effect:** The incumbent's work affects the operational success of USAID Ethiopia. The incumbent will work with internal customers, relevant partners, stakeholders and Government to ensure successful monitoring and evaluation of administrative actions and ensure compliance with all relevant USAID regulations and procedures. S/he communicates with partners regarding USAID rules and regulations, as well as their obligations to USAID. S/he ensures program activities are in compliance with USAID financial regulations. S/he ensures reviews and provides administrative approval for assigned activities as required. This work typically involves isolating and defining unknown conditions and resolving critical problems.

- **Nature, Level, and Purpose of Contacts:** The incumbent must be able to relate administrative support issues to all levels of the U.S. Government in Ethiopia and the Government of Ethiopia. The purpose of contacts to resolve time-sensitive concerns and seek mutual agreement.

- **Medical and Security Clearance:** The selected candidate must be able to obtain a U.S. Government secret security clearance and a Department of State medical clearance.

PROFESSIONAL REFERENCE CHECKS

Applicants must provide at least three references with current contact information, preferably both an e-mail address and a telephone number. (The Selection Committee will conduct reference checks of the highest ranked applicants). References will be asked to complete a questionnaire that assesses the applicant's technical knowledge, work performance, communication skills, and group dynamics, using the above specific criteria. The references will be asked to provide a general assessment of the applicant's suitability for the position. It is the responsibility of the applicant to ensure submitted references are available to provide a written or verbal reference in a timely manner.

All applicants must complete the attached Application for Employment (AID 302-3) and submit a cover letter outlining their relevant qualification and experience for the position.

Only applicants who meet or exceed the stated position requirements will be considered. **All applicants must have the required work and/or residency permits to be eligible for consideration (please make sure to submit all documentation that certify your eligibility to work in the country).**

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 AID 302-3. Application Cover Form found at https://www.usaid.gov/forms
- 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:- SOL-663-17-000012 ***Procurement, Logistics, Travel Team Leader***
- Please submit the application only once; and
- Work and/or residency permits must be submitted
- Late and incomplete applications will not be considered; the application must be submitted before or on the closing date at local Ethiopian time 5 p.m.