



ISSUANCE DATE: July 15, 2015

CLOSING DATE: July 28, 2015 at 5:00 p.m. Ghana Time

SOLICITATION #62-15-011 FOR RESIDENT HIRE U.S PERSONAL SERVICE CONTRACTOR EXECUTIVE OFFICER

Ladies/Gentlemen:

The United States Government, represented by the United States Agency for International Development/West Africa (USAID/West Africa), is seeking applications from qualified U.S. citizens currently residing Cote d'Ivoire interested in providing Personal Services Contractor (PSC) services as described in the attached solicitation.

Submissions must be in accordance with the requirements of the solicitation, at the place and time specified. In order to be considered for the position, a candidate must meet the minimum qualifications listed in the solicitation and must submit all required documentation. The Executive Officer position will be located in Abidjan, Cote d'Ivoire.

All application packages are to be submitted to:

Via email: accrapsc@usaid.gov. Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be in a format compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. **Form OF-612 must be signed. Incomplete and unsigned applications will not be considered.**

Via courier: **Regional Executive Office
USAID/West Africa
No. 24 Fourth Circular Rd. CT
P.O. Box 1630
Accra, Ghana**

USAID/West Africa anticipates awarding one (1) Personal Service Contract as a result of this solicitation. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application. Any questions on this solicitation may be directed to Vida Aggrey at vaggrey@usaid.gov or the undersigned at dbrady@usaid.gov.

Sincerely,
Don Brady
Supervisory Executive Officer

U.S. Agency for International Development
No. 24 Fourth Circular Rd.
P. O. Box 1630, Accra-Ghana

Tel: 233-302-741-200
Fax: 233-302-741-365

SOLICITATION NUMBER: 624-15-011

ISSUANCE DATE: July 15, 2015

CLOSING DATE/TIME: July 28, 2015 at 5:00 p.m. Ghana Time

POSITION TITLE: Executive Officer

MARKET VALUE: (\$61,486 - \$79,936) the market value for this position is equivalent to GS-12 level. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**

AREA OF CONSIDERATION: U.S. Citizens currently residing in Cote d'Ivoire

PERIOD OF PERFORMANCE: Two (2) years with option to extend. Extensions will be contingent on satisfactory performance, continued need for the services and availability of funds.

PLACE OF PERFORMANCE: Abidjan, Cote d'Ivoire

SECURITY/MEDICAL CLEARANCE: Selected applicant must obtain Facility Access 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.

1.0 BACKGROUND:

The USAID/West Africa Regional Executive Office (R/EXO) based in Accra, Ghana is currently responsible for providing administrative support services to the bilateral Mission, USAID/Ghana, and the regional Mission, USAID/West Africa. In addition, the R/EXO also supports staff and smaller missions in other bilateral and limited presence countries (Benin, Cote d'Ivoire and Cameroun), as well as assists with adhoc questions that arise relating to special projects and initiatives.

USAID/Abidjan has a FSN EXO specialist on board but has determined that additional support is required to service the over 35 staff members currently on board. It is expected that over the next year or so, the USAID office in Abidjan will add 5 to 7 additional positions to the current staffing complement. Staffing as well as other administrative tracking systems currently in place, having a Local Hire EXO would prove invaluable to the support of the office goals. For this next year, the

additional support would be useful and it is anticipated that this position could be filled by an eligible family member who possesses excellent organizational and interpersonal skills.

2.0 BASIC FUNCTION OF POSITION

This position is located in the EXO section of USAID/Abidjan. Under the supervision of the Development Counselor, s/he directly would provide a full range of administrative support in the areas of Human Resources, Procurement, Shipment, General Services, Travel and Transportation, and Records and Correspondence to the growing staff – a mixture of US/DHs, US/PSCs, TCNs and FSN employees. The USAID Local Hire EXO would provide direct support to the EXO staff of 4 team members as well as back up the Development Counselor Administrative Assistant when she is on leave, training or other absences.

Major Duties and Responsibilities:

The USAID Local Hire EXO will have duties and responsibilities across a range of areas including:

Operations (30 %):

- A. Ensures best practices are followed for planning, implementing, and evaluating management functions and logistic support services to the USAID/Abidjan Office.
- B. Interprets and assures implementation of administrative management policies in the areas under his/her supervision.
- C. Maintains constant awareness and assure compliance with cooperating country statutory or regulatory requirements affecting management and logistic services of the office or its employees.
- D. Liaises with the Embassy Officers, on matters pertaining to U.S. Mission management, interagency collaboration, and services procured through ICASS.
- E. Ensures that all field travel by USAID staff is conducted in line with the Embassy's field travel policy, to include requirements for 2 vehicles per trip, and required RSO safety procedures and equipment.

Human Resources Functions (30 %):

- A. Support the EXO specialist and HR Specialist on human resource matters, including development and implementation of appropriate personnel procedures, in accordance with other directives.
- B. Interprets regulations and keeps USDHs and US/PSCs informed of all matters affecting assignments, performance evaluations, leave and retirement policies, health benefits and insurance allowances. Assists in the coordination of the Office's evaluation process, leave plans and training schedules.

- C. Identifies training opportunities, development of office specific training programs and transition assistance.
- D. Coordinate and maintains liaison relationship with the Embassy Personnel office and monitoring the quality and quantity of services provided and agreed upon under the ICASS system.

Procurement Planning (20 %):

- A. Manages limited local procurement needs via ICASS or USAID/West Africa in Ghana.
- B. Researches and provides relevant information on supplies and services needed by USAID/Abidjan for local and international procurement.

Other Duties (20%)

- A. Supervises the C&R function, overseeing the annual files and record disposition process to ensure compliance with ADS directives.
- B. Manages administrative and logistic support on special projects regarding CODELs, TDYs and VIPs.

3.0 MINIMUM QUALIFICATIONS:

To be considered, the applicant MUST have:

- A university degree(s) and three years management experience in a multifaceted, international organization.
- Excellent written and oral English communication skills (Level 4) are required.
- Demonstrated experience in operating effectively in cross-cultural environments;
- Demonstrated ability to manage multiple activities simultaneously and effectively;
- Demonstrated ability in problem solving skills;
- Demonstrated teamwork and leadership skills;

4.0 EVALUATION CRITERIA:

Education and Training (20 points):

- I. University degree.
- II. Demonstrated experience in the management of people.

Experience (40 points):

- I. Three years management experience in a multifaceted, international organization.
- II. Demonstrated ability to manage multiple projects simultaneously in a high-paced environment.

Communication and Interpersonal Skills (40 points):

- I. Professional-level English speaking, presentation, reading and writing proficiency demonstrated by providing a writing sample or writing test.
- II. Demonstrated ability to work collegially and effectively communicate with team members, internal clients, Embassy personnel and external partners to successfully lead and/or work with a multi-cultural team.

Total points: 100 points

5.0 OTHER SIGNIFICANT FACTORS

Supervision Received: The PSC will receive supervision; policy direction and guidance from the Development Counselor and the R/EXO office in Accra or their direct hire designee. The incumbent is expected to work independently and exercise considerable judgment in carrying out his/her responsibilities. Work is assigned primarily relative to desired results, suggested approaches and performed in consultation with the direct hire supervisor who will approve incumbent's annual work objectives. Performance is evaluated primarily in terms of accomplishments. The incumbent will receive minimal oversight in carrying out his/her daily tasks and achieving longer-term work objectives.

Supervision Exercised: The incumbent may be responsible for supervising local staff and preparing their performance evaluations. Supervision will be minimal due to the nature and function of this position.

Authority to Make Commitments/Obligations: The incumbent is not authorized to make financial commitments on behalf of the USG. However, because of the incumbent's expertise and standing as a highly qualified professional in his/her field, his/her conclusions and recommendations will be taken into account by USAID direct hire colleagues who have such decision-making authority regarding funding commitments and obligations.

Guidelines: Guidelines include the Automated Directives System (ADS), the Foreign Affairs Manuals (FAM), the Federal and AID Acquisition Regulations, the Standardized Regulations, Federal Travel Regulations, Local Orders, Post's local compensation plan (LCP) and GOG regulations and laws.

Level and Purpose of Contacts: The incumbent must be able to communicate with all levels of office personnel (local and overseas) and outside candidates on personnel management, procurement, contracting issues, and travel. Personal contacts include USG officials at the US Embassy in Cote d'Ivoire and Ghana, and at times, with USAID/Washington Africa Bureau.

Skills and Abilities: Good leadership, communication, and management skills, initiative, discretion, and organization skills, interpretation of guidelines and analytical skills are necessary to accomplish different work situations in a timely manner. S/he must have strong computer, communication and information management skills.

Physical Demands/Work Environment: This is a low-to-moderate physically demanding position. The incumbent will be physically located at the US Embassy Building in Abidjan.

6.0 INSTRUCTIONS TO APPLICANTS:

Interested individuals are required to submit the following:

- Fully completed and hand-signed copy of Application for Federal Employment Form (OF-612). Include OF-612 continuation sheets as needed. Form OF-612 can found at: <http://www.usaid.gov/forms/>

(Note: All applicants must submit complete dates (months/years) and hours per week for all positions listed on the OF-612 to allow for adequate evaluation of your related and direct experiences.)

- Cover letter and a current resume/curriculum vita (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.
- Applicants must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's knowledge of contracting work. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

7.0 LIST OF REQUIRED FORMS

Forms outlined below can found at: <http://www.usaid.gov/forms/>

1. Standard Form OF-612
2. DS-6561 Physical Examination *
3. SF-86 Questionnaire Sensitive Positions (for National Security) *
4. FD 258 Finger Print Card *
5. AID 500-4 Fair Credit Reporting Act of 1970, as amended *
6. AID 500-5 Notice Required by the Privacy Act of 1974 *
7. AID 6-85 Foreign Activity Data (AID 6-85a continuation page) *

8. AID 6-1 Request for Security Action *

* Forms 2 through 8 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

**8.0 CONTRACT INFORMATION BULLETIN (CIBs) ACQUISITION
AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSC**

CIBs and AAPDSs contain information or changes pertaining to USAID policy and General Provisions in USAID regulation and procedures concerning acquisition and assistance including Personal Service Contracts. AIDAR Appendix D applies to USPSC and can be found at: <http://www.usaid.gov/work-usaid/aapds-cibs>.

9.0 BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a resident –hire USPSC is normally authorized the following benefits:

BENEFITS:

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Annual Increase
- Eligibility for Worker's Compensation
- Annual and Sick Leave

FEDERAL TAXES: USPSCs are not exempt from payment of Federal and State Income Taxes.

END OF SOLICITATION