



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: November 13, 2013
CLOSING DATE: November 26, 2013 AT 17:00 Hours Accra Time

SUBJECT: SOLICITATION NUMBER 624-14-002
RESIDENT HIRE U.S. PERSONAL SERVICE CONTRACTOR EXECUTIVE OFFICER, COTE D'IVOIRE

Ladies/Gentlemen:

The United States Government, represented by the United States Agency for International Development/West Africa (USAID/WA), is seeking applications from qualified U.S. Citizens resident in Cote d'Ivoire interested in providing Personal Services Contractor (PSC) services as described in the attached solicitation. The Executive Officer position will be located in Abidjan, Cote d'Ivoire.

Submission shall be in accordance with this solicitation and 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 documents as indicated in the solicitation. **Form OF612 or SF171 (Application for Federal Employment) must be signed. Incomplete and unsigned applications will not be considered.**

All application packages are to be submitted to:

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

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 shall be in a format compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB.

Late applications will not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 52.215.1.

USAID/West Africa anticipates awarding one (1) Personal Service Contract as a result of this solicitation. **This position will not be filled until funding is available.** 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 should be sent to Dinah McKeown at dmckeown@usaid.gov or the undersigned at jascott@usaid.gov.

Sincerely,

Janine Scott

SOLICITATION NUMBER : 624-14-002

ISSUANCE DATE : November 13, 2013

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POSITION TITLE : Executive Officer

MARKET VALUE : (\$60,274 - \$78,355) 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.**

PERIOD OF PERFORMANCE : Two (2) years with possible extensions. Extensions will depend on continuing need of services, availability of funds, and satisfactory or better performance. **This position will not be filled until funding is available.**

PLACE OF PERFORMANCE : Abidjan, Cote d'Ivoire

SECURITY ACCESS : Must obtain Employment Authorization and medical clearances 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.

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

1. BACKGROUND:

The USAID portfolio in Cote d'Ivoire is growing and currently encompasses US\$150M in bilateral programming, including HIV/AIDS treatment and prevention, and support for democracy and governance. As a result of the coup d'état in 1999, the USAID Regional Mission for West Africa that was once located in Abidjan relocated to Mali (and later to Ghana), with a small presence returning in 2002 with the beginning of the President's Emergency Plan for AIDS Relief (PEPFAR). With the establishment of the Office of the Development Counselor and the Office of Transition Initiatives in 2011, as well as a growing USAID staff within PEPFAR, the administrative and personnel management needs of USAID in Cote d'Ivoire have increased tremendously. The USAID presence has almost doubled in size over the past two years, and outstripped the ability of USAID/WA to provide adequate support.

The USG's 2012-2016 Transition Assistance Priorities for Cote d'Ivoire are to support the Government of Cote d'Ivoire's (GoCdl) ability to project authority and improve standards of good governance across its territory; to provide security, services, and conditions for economic growth for its people, while reducing corruption; improving accountability standards; strengthening democracy; and, protecting human rights. Following the end of the crisis, the USG began to support programs in the areas of democracy, governance, and reconciliation; security sector reform (SSR); education; and, economic recovery and growth. The USG has provided approximately US\$95M (between FY 2010 and FY 2012) in funding to support a range of activities that promote transition priorities.

Cote d'Ivoire has begun to emerge from nearly a decade of periodic violent civil conflict. The USAID program in CI is expanding in the areas of democracy and governance, education, non-PEPFAR health areas, and economic growth. At present there are seven USDH, five US/PSCs, three TCN/PSCs, one EFM, and fifteen FSN/LE Staff USAID personnel in Abidjan. The Executive Officer position will be responsible for the management of the ODC EXO consisting of the Job Holder, a Computer Management Assistant, and a Human Resources Assistant.

A Mission Management Assessment was conducted in June 2013. The Assessment strongly recommended the establishment of an EXO in Abidjan. Other recommendations from this Assessment are in the process of being implemented. This Job Holder will be expected to complete the implementation of the recommendations relating to administrative management support functions, in addition to carrying out his/her regular duties.

2. BASIC FUNCTION OF THE POSITION:

The Executive Specialist (hereafter, referred to as Executive Officer) will provide leadership, policy advice and guidance to USAID/CI on management and administrative support functions in order to facilitate USAID/CI technical offices' ability to advance USG strategic objectives. The work is complex, and the political environment requires a high degree of sensitivity and diplomacy. The Executive Officer is responsible for monitoring administrative management policies, and the development of appropriate procedures and systems.

The Executive Officer will ensure effective management of OE, ESF, and PEPFAR-funded Management and Staffing resources in Cote d'Ivoire. The primary responsibility is to supervise the Executive Office (EXO) and all EXO staff, advise Office of Development Counselor (ODC) senior management on all administrative management policies and procedures, represent USAID on interagency committees and administrative/management groups, serve as a technical mentor to the EXO staff, and assist and support the USAID/West Africa Regional Mission (USAID/WA) financial management office as needed.

The Executive Officer is directly responsible to oversee all EXO functions and support received from ICASS and USAID/WA, these include but are not limited to: USDH, FSN, and USPSC personnel management; property management (personal and real property);

the International Cooperative Administrative Service System (ICASS); Communications (classified and non-classified); records management; procurement; travel management; office systems and procedures; computer systems; financial management; USAID Implementing Partner (IP or Institutional Contractor) support; and, staff training. The Executive Officer is an important member of the Mission management team. The Executive Officer's work, management skills, and inter-personal relationships will greatly affect EXO performance, and its support to USAID/Cote d'Ivoire. In addition, the Executive Officer is expected to initiate projects affecting EXO performance, relationships with USAID/Cote d'Ivoire programs and other customers, the US Embassy, USAID/WA, and IPs. With supervision by the Development Counselor, the Executive Officer is expected to initiate, plan, manage, and complete a full array of assignments and reports.

3. MAJOR DUTIES AND RESPONSIBILITIES:

Representative responsibilities for the Executive Officer include, but are not limited to:

- a) Responsibility for managing the functional areas of human resources, computer systems, space management, general services, supply and property management, contract services and contract administration, procurement, communications and records management, management analysis, security, OE Budget, ICASS, incoming project property for IPs, and related functions.
 - Human Resources: responsible for analyzing, advising, and supporting USAID/CI on the full range of human resources matters, including the development and implementation of appropriate personnel procedures, in accordance with USAID directives. Provides position classification input for classification of FSN/LE Staff positions by the Regional Human Resources Support Unit in Pretoria, recruitment, compensation, housing, access to various Embassy services, administrative in-processing, awards, evaluation, training, and travel services for all employees. Develops and maintains an orientation package for new staff and TDYers to familiarize them with support offices and related systems in USAID/WA and Embassy/Abidjan.
 - Data Management: manages information technology operations, USAID/Cote d'Ivoire-managed servers, Washington-managed servers, and client stations, providing both internal and remote access to application software and the Internet.
 - Procurement/Contracting: works closely with the USAID/CI A&A Specialist to ensure PSC and FSN/LE Staff contracting actions are processed efficiently; and, coordinates with the A&A Specialist, Embassy/GSO, and the Accra Controller to ensure critical procurements are funded on time.
 - Space Management: responsible for the efficient use of USAID space in the NEC; and, works with Embassy Facilities Maintenance and space planners to coordinate furniture and equipment purchases and schedule installation in order that USAID staff has appropriate work environments.

- Budget: plans, develops, and reviews the OE Budget in coordination with the Controller in Accra; evaluates support implications, feasibility, and projected costs; and, ensures prompt and legal obligation of funds.
- ICASS: provides expert advice to USAID/CI management of support services required by USAID, but provided through consolidated services under ICASS; monitors ICASS services in terms of quantity and quality; and, represents USAID on the ICASS Council.
- Contractor/Grantee Support: maintains an awareness of ongoing programs/projects/activities in order to provide, as needed, oversight and assistance to IPs in-country.
- Embassy Liaison: serves as primary point of contact and works closely with the Management Counselor, Financial Management, Human Resources, and GSO; facilitates the NSDD-38 process and budgeting, funding, and arrival coordination for off-shore staff; and, ensures that arrival notifications include accurate information on Diplomatic Titles, medical clearances, and security clearances.
- USAID West Africa Regional Mission Administrative Liaison: serves as the primary point of contact for all administrative matters with USAID/WA; and, follows-up on pending actions and insures accuracy of the flow of information to and from USAID/WA.

b) Represents USAID on the ICASS Council and ICASS Working Group, and the Housing Board, Post Employment Committee, Joint Country Awards Committee, and other bodies as assigned.

c) Serves as technical mentor to EXO staff, including the Human Resources Assistant and the Computer Management Assistant.

d) Provides assistance and support to the USAID/WA Financial Management Office as needed.

Performs other duties as assigned or required.

4. OTHER SIGNIFICANT FACTORS

- **Factor 1, Knowledge Required by the Position**

Work requires knowledge of management principles, concepts, practices, methods, and techniques of business management sufficient to resolve major office management problems. A comprehensive knowledge of business practices (with focus on achieving results in an overseas environment) based upon experience is desirable. The work requires that this knowledge be applicable to, or related to, the normal business management systems and practices used by USAID in Western Africa.

A good understanding, or the ability to quickly gain such understanding, of USG, international, and host-government laws and regulations, documentation, and reporting requirements sufficient to make decisions or recommendations on important aspects of conducting USAID activities and programs in Cote d'Ivoire.

- **Factor 2, Supervisory Controls:**

The Development Counselor sets the overall assignment objectives, program emphasis, and resources available. The Executive Officer, in consultation with the Development Counselor, determines the areas of the EXO where the Job Holder will concentrate their efforts, and the various specific duties to be achieved. Most assignments will occur in the normal course of work, but the Job Holder required to determine those that must be coordinated with the Development Counselor. The Development Counselor provides a review of the assignment, the goals and objectives to be achieved, and results expected. The Job Holder will seek advice and assistance as required. Work is reviewed in terms of results achieved. The Executive Officer resolves most problems or conflicts that arise, consulting with the Development Counselor where policy has not been established.

- **Factor 3, Guidelines:**

Guidelines consist of the USAID Automated Directives System (ADS), the Foreign Affairs Manual (FAM), Federal Acquisition Regulations (FAR), Department of State Standardized Regulations (DSSR), and related Mission Orders. Guidelines may not specifically apply to many situations; the Executive Officer uses seasoned judgment in altering or modifying standard practices and techniques, and in dealing with unique situations that arise from an evaluation of the effectiveness of Mission support. In some cases, guidelines will require interpretation, and consultation with the Development Counselor, the Regional Legal Advisor, and USAID/Washington.

- **Factor 4, Complexity:**

The position requires an understanding of an array of USG and Agency regulations, and comprehension of GoCdl regulations and practices as they affect USAID/CI operations. The position involves planning and developing plans to maintain a range of interpersonal functions important to accomplishing the job. The position requires sufficient understanding of computer network systems and telecommunications in order to effectively assist the Computer Management Assistant in this field. In particular, the Executive Officer should assist in direction of Mission computer systems, to ensure compliance with USAID Information Systems Security Regulations (ADS 545), and efficient computer systems operations. The Executive Officer will lead the Executive Office Team in planning to meet Mission needs.

- **Factor 5, Scope and Effect:**

The purpose of the position is to lead the USAID/CI administrative team, and to support USAID operations in Cote d'Ivoire. The work facilitates the dissemination of USAID/CI programs, functions, and activities by providing the infrastructure necessary to those

staff members involved with the delivery of USAID programs and products to Cote d'Ivoire.

- **Factor 6, Personal Contacts:**

The persons contacted include managers of local firms, mid-level GoCdl officials, US Government counterparts, USAID IPs, and other NGOs or Donor organizations.

- **Factor 7, Purpose of Contacts:**

The purpose of contacts is to ensure smooth functioning of USAID/CI operations, by maintaining productive relationships with vendors, landlords, and between US Government agencies. The incumbent provides support to USAID/CI in-country IPs, and may contact GoCdl counterparts, in order to resolve problems that may impede the operations of the USAID/CI Mission, or of USAID IPs.

- **Factor 8, Physical Demands:**

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, overseeing warehouse operations or participating in inventory taking and checking on local vendors, or driving or traveling by motor vehicle or aircraft.

- **Factor 9, Work Environment:**

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated. There may be occasional exposure to moderate risks during program/project and other site visits.

5. MINIMUM REQUIRED QUALIFICATION

To be considered for this position, applicants must meet the minimum required qualifications outlined below. For those who do, further consideration and selection will be based on panel assessment of the Evaluation Criteria, also listed below in Section 6.

- a) **Education and Work Experience:** At least, a Bachelor's degree in related field of study in the area of Personnel, Human Resource Administration, Public Administration, Procurement and/ or Management is required. Other degrees will be considered if adequate related experience can be demonstrated.
- b) **Experience:** A minimum of five to seven years of progressively responsible experience in the field of personnel, human resource administration, management or procurement and contracting is required. Three years of this experience must be with international organization. Prior relevant work experience with USG is highly desirable.

- c) **Language Proficiency:** The candidate must be fluent in both spoken and written English language (Level 4) and have working knowledge of the French language (Level 3).

6. EVALUATION CRITERIA

Candidates will be evaluated and ranked based on the following selection Criteria:

- a) **Education (10%):** At least, a Bachelor's degree in related field of study in the area of Personnel, Human Resource Administration, Public Administration, and/ or Management is required. Other degrees will be considered if adequate related experience can be demonstrated.
- b) **Experience (40%):** A minimum of five to seven years of progressively responsible experience in the field of personnel, human resource administration, management or procurement and contracting is required. Three years of this experience must be with international organization. Prior relevant work experience with USG is highly desirable.
- c) **Skills and Ability (35%):** Must have outstanding coordination and organizational skills within multi-cultural work environments; demonstrated ability to manage multiple tasks simultaneously, and to work effectively under pressure. Must be personable, organized, tactful and able to maintain good working relationship with staff at all levels. Position requires the ability to understand and analyze budget information. Sufficient understanding of computer network systems and telecommunications including the ability to work in all appropriate Microsoft Office applications is required.
- d) **Language Proficiency (15%):** The candidate must be fluent in both spoken and written English (Level 4) and have working knowledge of French (Level 3).

Total points: 100 points

7. MEDICAL AND SECURITY CLEARANCE REQUIREMENTS

Note that a successful candidate will not be able to commence work until the following requirements are met:

- a) The successful applicant must be able to receive an employment authorization/Facility Access. This will be handled by USAID/Washington upon submission of requisite forms.
- b) The successful applicant must receive medical clearance. Details of how to obtain US Department of State Medical Unit medical clearance will be provided once a job offer is made and accepted.

8. PAST PERFORMANCE EVALUATION

Interested applicants are advised that USAID/West Africa will conduct reference checks and request input from past employers concerning applicants' past work performance, technical knowledge, required skills, including teamwork and team-building experience. USAID/West Africa may also require a written test and/or writing samples.

9. INSTRUCTIONS TO APPLICANTS:

Interested individuals are required to submit the following:

- Fully completed and hand-signed copy of an Application for Federal employment (SF-171) or an Optional Application for Federal Employment Form (OF-612), forms are available at <http://www.usaid.gov/forms/>.
- 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.

Incomplete and unsigned applications will not be considered.

10. LIST OF REQUIRED FORMS FOR PSCS:

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

1. Standard Form 171 or Optional Form 612.
2. Contractor Physical Examination (AID Form 1420-62). *
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or *
4. Questionnaire for Non-Sensitive Positions (SF-85). *
5. Finger Print Card (FD-258). *

* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

11. ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) contain information or changes pertaining to USAID policy, regulation and procedures concerning acquisition and assistance including Personal Service Contracts. Please refer to the USAID website

http://transition.usaid.gov/business/business_opportunities/cib/subject.html#psc
locate relevant AAPDs.

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12. BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a U.S. Resident Hire is normally authorized the following benefits:

BENEFITS:

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

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