SOLICITATION NUMBER: 20-05

ISSUANCE DATE: November 14, 2019
CLOSING DATE/TIME: December 13, 2019 @ 12 noon

SUBJECT: Solicitation for Secretary - Executive Office (FSN-7) Cooperating Country National Personal Service Contractor (CCNPSC) (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 V 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,

Jason Bennett
Supervisory Executive Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 20-05

2. ISSUANCE DATE: November 14, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: December 13, 2019 @12 noon

4. POSITION TITLE: Secretary - Executive Office.

5. MARKET VALUE: $28,843 - $41,813 USD equivalent to FSN-7
   In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Zimbabwe. Final compensation will be negotiated within the listed market value.


7. PLACE OF PERFORMANCE: Harare

8. SECURITY CERTIFICATION: Required

9. STATEMENT OF DUTIES:

   General Statement of Purpose of the Contract
   The incumbent provides general administrative support to the Executive Office with primary responsibilities for processing Global Acquisition and Assistance System, (GLAAS) and Integrated Logistics Management System Records (ILMS) Ariba requisitions. Additionally, the position provides administrative and logistical services to the Executive Office Unit as well as providing support to the Supervisory Executive Officer, the Supervisory Executive Specialist and to the Program Expeditor.

   Statement of Duties to be Performed
   Administrative Procurement - 50%
   The incumbent serves as General Administrative Assistant for the Executive Office and reports to the Supervisory Executive Specialist. She is responsible for processing GLAAS and ILMS Ariba requests. She is responsible for filing all GLAAS purchase orders and ILMS purchase orders created through International Cooperative Administrative Support Services (ICASS). Monitors inputs and ensures each request has been entered in GLAAS and/or ILMS; provides the EXO Specialist with a weekly report on requests received and date of input in the system. The incumbent keeps record/logs of all GLAAS and ILMS records to ensure accurate tracking and is responsible for contract closeout procedures, ensuring all documentation is in place. The incumbent is responsible for requesting office supplies through e-services or other procurement mechanism and for stock control of such office supplies.
S/he processes petty cash requests for EXO review and signature and processes the requests through the Financial Management Office for fund citation. Once fund citation has been annotated on the request, the incumbent collects the petty cash from the Sub-cashier or the Embassy, delivers the payment to the vendor, collects a receipt for payment, and reconciles the receipt with the sub-cashier.

Logistical and Administrative Support – 40%
Provides logistical and administrative support through making MVRs, arranging appointments for the Supervisory Executive Specialist and the Program Expeditor as and when necessary.
Incumbent is responsible for general staff meeting minute taking when EXO is chairing.
Incumbent is responsible for requests for maintenance, repair, or rehabilitation services, and/or minor construction services for USAID section of the NEC through My Services.
Prepares documentation that include quotation schedules, price comparison schedules and folders for major projects that may be required at USAID owned residential properties and submits to Supervisory Executive Specialist for review.
The incumbent assists the Program Office for logistical arrangements during USAID’s Staff Retreat meetings, Partners’ meetings and any other functions and events organized by the mission.
Incumbent is the timekeeper for the Executive Office. S/he collects timesheets from staff, enters time and attendance in Win TA and submits report to Supervisory EXO for review and approval.

Vehicle Management reporting – 10%
The incumbent is responsible for updating vehicle management records in VMIS for USAID maintained vehicles and liaises with ICASS Motor pool on record keeping of ICASS managed USAID owned vehicles.

Supervisory Relationship
Supervision Received: The incumbent is directly supervised by the Supervisory Executive Specialist and work guidance by the Supervisory Executive Officer. S/he is expected to work independent of immediate supervision and keep office functioning during the supervisor’s absence. Should be able to send in completed products or in draft form, answer questions and suggest solutions.
Supervision Exercised: None

10. AREA OF CONSIDERATION: All Zimbabwean citizens or legal Zimbabwean permanent residents with the required visa/permit to work and live in the country (proof of paperwork will need to be provided).

11. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

12. POINT OF CONTACT: Zandile Goromonzi, e-mail at zgoromonzi@usaid.gov
II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION
1. **Education**: Completion of secondary school and 2 years full time secretarial, business admin, or management diploma.
2. **Prior Work Experience**: At least three years of progressively responsible secretarial and administrative experience is required.
3. **Language Proficiency** Good oral and written command of the English language is required.

III. EVALUATION AND SELECTION FACTORS
Offerors who meet the basic qualifications will be rated and ranked according to the following job-related criteria. Top candidates will be invited for a written examination and an oral interview.

**Job and Technical Knowledge (50%)**
1. In-depth knowledge of office business administration procedures.
2. Proper business and telephone etiquette and customer care.
4. Knowledge of petty cash handling and reconciliation.
5. General knowledge of vehicle management, logistics and vehicle usage reporting.

**Skills and Abilities (50%)**
1. Demonstrated proficiency with MS Word, MS Excel, MS PowerPoint, other Microsoft applications, Google mail and other applications.
2. Numeric skills for dealing with cash and making cash and receipt reconciliations.
3. Interpersonal skills and ability to interact well with staff at all levels that include USAID senior management, office directors, other Administrative Assistants and colleagues, and ICASS providers.
4. Negotiation skills required for dealing with vendors, contractors and staff.
5. Excellent writing and effective oral communication skills.

IV. PRESENTING AN OFFER
The application package should be submitted via email to zimrecruit@usaid.gov to the attention of the Human Resources Office and must include:

1. An application letter, detailing how the applicant meets the above minimum qualifications and selection criteria. Please type in the letter your response to each item, e.g. Education, and state how you meet the targeted minimum qualifications. Failure to do this will result in you not being shortlisted.
2. A current resume relevant to the position (no more than 2 pages). Any other documentation that addresses the qualification requirements of the position listed above.
3. Please note: Applications should not be more than 1mb in size.
4. Offers must be received by the closing date and time specified in Section 1, item 3, and submitted to the Point of Contact in Section 1, item 12.
5. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number 20-05 Secretary - Executive
Office (FSN-7) in the subject line of the application e-mail and in the subject line of the application letter in the offer submission.

6. **Selection Process:** After an initial application screening, the best qualified applicants will be invited to a testing process, which includes a written exercise, oral interviews, and reference checks.

7. A conditional letter offer will be extended pending medical and security clearances.

**Applicants who fail to follow all the application requirements stated above will not be short-listed.**

**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 Sensitive Positions for National Security (SF-86), or
3. Questionnaire for Non-Sensitive Positions (SF-85)
4. Fingerprint Card (FD-258)

**VI. BENEFITS/ALLOWANCES**

Benefits and allowances will be communicated to the successful candidate.

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

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:


**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](https://www.oge.gov/web/oge.nsf/OGE%20Regulations)