SOLICITATION NUMBER: 72068820R10007

ISSUANCE DATE: May 21, 2020
CLOSING DATE/TIME: June 11, 2020/5PM

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) – Administrative Assistant/Office of Financial Management

Dear Prospective Offerors/Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers/applications from qualified persons to provide personal services under contract as described in this solicitation.

Offers/Applications must be in accordance with Attachment 1 of this solicitation. Incomplete or unsigned offers/applications will not be considered. Offerors/Applicants should retain copies of all offer/application 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/applications.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

DOUGLAS WILLIAM QUIGGLE (affiliate)
Douglas Quiggle,
Supervisory Executive Officer (CO)
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72068820R10007

2. ISSUANCE DATE: May 21, 2020

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: June 11, 2020/ 5PM Bamako Time

4. POINT OF CONTACT: Human Resources Section, email at bamakohrmvacancies@usaid.gov

5. POSITION TITLE: Administrative Assistant

6. MARKET VALUE: FCFA 8,836,454 TO FCFA 13,696,502; equivalent to FSN-7. The incumbent will be compensated in accordance with the U.S. Mission Mali’s Local Compensation Plan (LCP). Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: CCNPsCs contracts duration are of a continuing nature based on the availability of funds, continued need for the requirement, contractor/employee performance and any future hiring freeze guidance and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation.

8. PLACE OF PERFORMANCE: Bamako, Mali with possible travel as stated in the Position Description.

9. ELIGIBLE OFFERORS: All Malian Citizens (CCNs) and Local Residents with valid work permit at the time of application.

10. SECURITY LEVEL REQUIRED: Security certificate (LE Certification)

11. STATEMENT OF DUTIES:

   1. This position is in the Office of Financial Management, USAID/Mali Bamako. The incumbent serves dual functions in USAID/Mali OFM as an Administrative Assistant and Administrative Voucher Examiner. The incumbent’s primary responsibilities are to carry out the day-to-day administrative and office manager duties for the Controller’s Office. The person also examines and processes a variety of administrative invoices and requests for payment for goods and services, ranging from simple to moderately complex vouchers. These include local travel vouchers, purchase orders, shipment and freight, leases, utilities, communications, FSN medical bills, and other types of vouchers within the same level of complexity. The incumbent is responsible for logging vouchers and other financial documents and assigning numbers in Phoenix to all received vouchers. S/he scans vouchers and related documentation into ASIST (Agency Secure Image and Storage Tracking), USAID’s electronic storage system.
2. Statement of Duties to be Performed

**Administrative Responsibilities (60%)**

- Performs a variety of administrative related duties including typing and word processing duties and the proper filing, labeling, storage and disposition of official files.
- Receives, controls and distributes all OFM related mail including correspondence, cables, invoices, reports and other materials.
- Maintains both physical and electronic filing systems for fax messages, cables, and other correspondence for OFMs financial and accounting documents, ensuring ready access to information when needed.
- Orders office supplies materials and equipment when needed, maintains clear inventory of working materials received from the Embassy (GSO).
- Prepares timesheets for the OFM employees and distributes.
- Maintains Controller’s calendar and makes necessary arrangements for OFM meetings to happen.
- Distributes credit cards to Mission employees using a declining balance travel card for official travel. Responsibility includes setting the appropriate credit limit before each travel commences and maintaining a file of signed statements of travelers taking custody of a card.

**Voucher Processing (40%)**

- Scans completed voucher documentation including original voucher, invoice, and any additional supporting documentation pertaining to the payment into ASIST. Also scans Bills for Collection and miscellaneous obligation documents into ASIST.
- Maintains an accurate tracking report for vouchers and accounting documents received in OFM.
- Reviews and processes in Phoenix recurring type OE and program related vouchers such as Purchase Orders, Residential Utilities, Leases, and FSN medical bills.
- Examines voucher claims to 1) prevent improper or duplicate payments; 2) ensure its properly supported with sufficient documentary evidence; 3) ensure payments are made in accordance with regulations and contractual requirements; 4) and verify the accuracy of accounting data and availability of funds prior to processing;
- Prepares and communicates rationales concerning any portions of a claim where a payment was disallowed.

3. Supervisory Relationship

The incumbent for this position reports directly to the Controller or Designee.
4. Supervisory Controls

None.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: Minimum of college/university studies of Administrative or Secretarial training (with a certificate of completion) is required.

b. Prior Work Experience: A minimum of three years of a progressively responsible Secretarial, Administrative Assistant, or substantive clerical experience is required. At least two years of work experience with a local/international NGO, private sector or other multilateral/bilateral organization is required.

c. Language Proficiency: Level III (good working knowledge) English proficiency and Level IV (fluent) French proficiency are required.

d. Job Knowledge: Incumbent must be able to become familiar with USG regulations governing payments processing and information systems. A general knowledge of USG programming methods and procedures is necessary, particularly in the area of document dissemination and handling. Must have the ability to file electronically documents in using the appropriate available information system required. S/he must have the ability to monitor office or team database where incoming and outgoing information are maintained.

e. Skills and Abilities: Incumbent must be able to use information technology software (Word, Excel, ACCESS…) and to type with a high degree of accuracy required. S/he should have the ability to analyze various claims addressed to US Government through the Mission Office of Financial Management. In addition to Mission vendors, incumbent should have the ability to follow recommendations in a clear, concise manner, both orally and in writing. S/he is expected to prepare correspondence documents in English and French. S/he must be able to produce a high and reliable volume of work daily. S/he must be able to keep a good record on all processed vouchers and be customer oriented with sound interpersonal and communication skills.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at https://www.acquisition.gov/browse/index/far.
To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

a. Education 10 points
b. Prior Work Experience 20 points
c. Language Proficiency 20 points
d. Knowledge 20 points
e. Skills and Abilities 30 points

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.

**How the selection will be made:** The successful candidate will be selected based upon:

1. Preliminary review of the applications package submitted to establish that minimum requirements are met;
2. Tests: Candidates may be tested on English writing skills, Microsoft Office proficiency, or any technical skills test that might be deemed appropriate;
3. Interviews;
4. Reference checks.

USAID/Mali Human Resources Section will perform the preliminary review (Step 1) to eliminate those applications that do NOT meet the minimum requirements. The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and/or interviewed. Applicants will be contacted (Step 2) for testing and/or interviews. Based on the results of the tests, however, an applicant otherwise identified for interview could be removed from the interview list. Following the interviews (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct reference checks (Step 4&5) prior to advising the TEC of the results of these checks. References may be solicited from current as well as former supervisors in addition to the references you provide in your application package.

**NOTE:**

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

Current employees serving a probationary period are not eligible to apply. Current employees with an “Overall Summary Rating of Needs Improvement” or “Unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.
IV. **SUBMITTING AN OFFER:**

Qualified candidates for this position should submit the following documents to be considered. Failure to do so may result in a determination that the application is not qualified. Only shortlisted applicants will be contacted.

1. **Cover letter** of not more than three (3) pages describing how the incumbent’s skills and experience fit the requirements of the subject position.
2. **Resume** or **curriculum vitae** (CV) relevant to the position for which the applicant is applying.
3. Applicants are required to provide five (5) **professional references** with complete contact information including email address and telephone numbers. References should have knowledge of the candidate’s ability to perform the duties set forth in the application and **must not be family members or relatives**.
4. Copy of Degrees/Diploma or any Academic Transcripts.
5. Applicants must provide their **full mailing address with telephone, email address** and should retain for their records copies of all enclosures that accompany their submissions.
6. 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 4**.
7. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission: **72068820R10007**

All CV/Resumes and cover letters must be in English, otherwise the application package is incomplete and will be rejected. All the hiring process, including interviews and any eventual proficiency written test, will be conducted in English.

V. **LIST OF PRE-HIRE REQUIREMENTS FOR PSC’s:**

Once the Executive Office/CO informs the successful Applicant about being selected for a contract award, the EXO/CO will provide the successful Applicant instructions about how to complete the following.

1. Medical Examination;
2. Security Investigation;
3. Employee Biographical Data Sheet (Form AID 1420);
4. Offeror Information for Personal Services Contracts with Individuals (AID 309-2).

VI. **BENEFITS/ALLOWANCES** (as applicable):

The incumbent will be compensated in accordance with the U.S. Mission to Mali’s Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowances, and comprehensive medical insurance subsidy. Final compensation will be based on the position grade and negotiated within the corresponding market value.

VII. **TAXES:**

The successful Applicant will be subject to host country tax laws.
VIII. 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](https://www.oge.gov/web/oge.nsf/OGE%20Regulations).

IX. EQUAL EMPLOYMENT OPPORTUNITY:

The U.S Mission in Mali 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. We strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

~ END OF SOLICITATION~