SOLICITATION NUMBER: 20-15

ISSUANCE DATE: April 14, 2020
CLOSING DATE/TIME: May 15, 2020 @ noon

SUBJECT: Solicitation for Secretary (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.: 20-15

2. ISSUANCE DATE: April 14, 2020

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: May 15, 2020 @ noon.

4. POSITION TITLE: Executive Office Secretary

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 Job Holder serves as an Executive Office Secretary (hereafter EOS), primarily responsible for events coordinator as well as providing support to other offices in cases of the absence of Administrative Assistants. The EOS is assigned to the USAID/Executive Office (EXO), and reports administratively to the USAID Supervisory Executive Specialist for assignment. When serving on assignment as a roving Administrative Assistant or Events Coordinator, day-to-day supervision will be from the cognizant Office Director. The EOS will perform work of a confidential nature, in lieu of administrative personnel who are absent from office through illness, vacation, or otherwise preoccupied for varying periods of time. The EOS will lead the events coordination and logistics management of any events that will be hosted by the particular office. The formal supervisor is the Supervisory Executive Specialist and the indirect supervisor is the Supervisory Executive Officer.

   Statement of Duties to be Performed

a. Secretarial, Administrative, and Clerical Support – 70%
   As assigned, serves as Secretary (to an Office, Branch, or other Unit), with responsibility for providing the full range of secretarial, administrative, and clerical support to the organization staff. Typical duties vary with the assignment, but may include any or all of the following: keeps the Office Director calendar; receives visitors and telephone calls; takes appropriate action depending upon the nature of the visit or the call; to the extent possible, provides information to answer non-technical questions within prescribed guidelines; arranges appointments, meetings, and conferences as requested, to include scheduling conference rooms and notifying participants and assembling background materials for conference use; makes travel and hotel arrangements, and coordinates logistical arrangements for visiting officials;
and, as assigned, takes notes, and follows up to ensure commitments made in meetings and conferences are met. The EOS provides administrative support for organization staff; receives, reviews, and controls incoming and outgoing correspondence and communications, and distributes mail and messages, maintaining controls and following up on actionable correspondence; drafts routine correspondence for signature of organization staff; types a variety of USAID correspondence; proofreads outgoing correspondence to assure they are in proper format, consistent with Mission style requirements, properly addressed, etc., prior to going to the Office Director for clearance or signature; tracks official organization correspondence, GLAAS documents, etc. through the clearance and signature process; and, establishes, maintains files and records. As required by the assignment, the Secretary maintains contact with counterparts in the US Embassy, other international organizations, host-government officials, and third-country nationals.

b. Events Coordination – 30%

As assigned, serves as Events Coordinator for the Mission with responsibility for the coordination and logistical arrangements for all mission events that include but not limited to the following: partners meetings, Development Outreach Communication and media events, donor meetings, Mission retreats, Office/departmental team building retreats etc. Typical duties vary with the assignment, but may include any or all of the following: Checking for availability of venue on the desired dates, coordinating with the Embassy Management Office OMS, Chief of Mission (CMR) staff etc.: Sourcing quotations for catering services and tents and liaising with service providers providing these services where applicable: make request for required items from Embassy Warehouse where applicable: Inform Embassy Facilities Management office of event and make necessary requests where applicable (delivery of water/cleaning of grounds etc): Send out invitation/agenda where applicable: Request for extra guards where applicable: Request IT for equipment set up and testing: Making visitors access requests for events participants, partners, catering & tent service providers: Making motor vehicle requests for off-site events and informing staff of shuttle times to the venue: Preparation of sign in sheets and name badges: All other related preparations and logistics for mission events in liaison with Office Admin Assistants hosting the particular event.

c. Supervisory Relationship

Supervision Received: The incumbent is directly supervised by the Supervisory Executive Specialist, with work guidance by the Supervisory Executive Officer. S/he is expected to complete tasks with minimal direction 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 Schooling and two or more years of post-secondary schooling in Secretarial or Business Administration, equivalent to a college diploma qualification, is required.

2. Prior Work Experience: A minimum of three years of progressively responsible administrative and clerical work experience, some of which should be in related work with NGOs, other donor organizations, or host-government organizations. A minimum of one-year events coordination and/or events logistics management in addition to the three years referred to above. Total number of years of experience required is four years.

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.

1. Job and Technical Knowledge (50%)
   - In-depth knowledge of office business administration procedures and practices.
   - Excellent customer care.
   - Knowledge of e-filing, file management and recovery of electronic documents.
   - In-depth knowledge of events coordination and logistics management.

2. Skills and Abilities (50%)
   - Demonstrated proficiency with MS Word, MS Excel, MS PowerPoint, other Microsoft applications, Google mail and other applications.
   - Interpersonal skills and ability to interact well with staff at all levels that include USAID senior management, office directors, other peers. and colleagues, ICASS providers, USAID Partners and service providers.
   - Negotiation skills required for dealing with vendors, contractors and staff.
   - 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.
   Please note: Applications should not be more than 1mb in size.

3. 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 12.

4. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number 20-15 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.

5. 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.
   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/OG%20Regulations