



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: SOL-663-17-000025
ISSUANCE DATE: August 15, 2017
CLOSING DATE/TIME: September 14, 2017
OPEN TO: US Resident Hires

SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC)

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 offer.

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

Shelby Hunt
Supervisory Executive Officer

U.S. Agency for International Development
US Embassy
Entoto Road
P. O. Box 1014
Addis Ababa, Ethiopia

Tel. : 251-11-306002
Fax : 251-11-242438
Website: www.usaidethiopia.org

USA Address:
2030 Addis Ababa Place
Washington, DC 20521-2030

**Solicitation for U.S. Personal Services Contractor (PSC)
Development Outreach & Communications (DOC) Officer
USAID/Ethiopia, Addis Ababa**

I. GENERAL INFORMATION

- 1. SOLICITATION NO:** SOL-663-17-000025
- 2. ISSUANCE DATE:** August 15, 2017
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** September 14, 2017, before and/or on 5:00 PM (Ethiopian local time)
- 4. POSITION TITLE:** Development Outreach & Communications Officer
- 5. MARKET VALUE:** GS-12 (\$62,722 – \$81,541 per annum). The final compensation rate will be negotiated within the listed market value based on the successful candidate's salary history, work experience and educational background. Salaries over and above the top of the pay range will not be entertained or negotiated. Please note that U.S. resident-hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history, and educational background.
- 6. PERIOD OF PERFORMANCE:** One (1) year, with options to extend for two (2) additional years, one year at a time. Extensions will be contingent on satisfactory performance, continued need for the services and availability of funds. No PSC contract may exceed a five year period of performance.
- 7. PLACE OF PERFORMANCE:** USAID/Ethiopia, Addis Ababa
- 8. SECURITY LEVEL REQUIRED:** The selected candidate must be able to obtain both the appropriate security and medical clearances within a reasonable period of time.. In addition, the requirements of the position will likely require the candidate to obtain a USG Secret clearance. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.
- 9. AREA OF CONSIDERATION:** U.S. CITIZENS ONLY

Per AIDAR Appendix D, 1 (5), Resident Hire" means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country:
A spouse of a U.S. citizen employed: (A) by a U.S. government agency; or (B) under any U.S. government-financed contract or agreement; or (C) under any other contract or agreement that provides for repatriation to the United States; or for reasons other than employment: (A) with a U.S. government agency; or (B) under any U.S. government financed contract or agreements; or (C) under any other contract or employment arrangement that provides for repatriation to the United States; A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

10. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The Development Outreach and Communications (DOC) Officer reports to the Senior Development Outreach Communication Officer and serves as his/her deputy. The DOC Officer will frequently directly interact with the Mission Director, Deputy Mission Director, the Head of the Embassy's Public Affairs Section and the Press Attaché as well as with the Press and Public Affairs directors of other governments' development agencies and INGOs operating in Ethiopia. He/she will help to plan and directly support events and field trips involving the participation of the U.S. Ambassador, the Deputy Chief of Mission and visiting VIPs.

The DOC officer serves as the Contracting Officer's Representative (COR) for the Mission's outreach contract with a local Ethiopian public relations/advertising agency. S/he must be able to work constructively across team structures in a high-paced, pressurized working environment, demonstrate initiative, have the ability to firmly guide the outreach efforts of USAID's implementing partners, produce accurate and timely products with minimal supervision, and have the knowledge and skills needed to provide communications oversight and conduct training on best communications practices for USAID staff and implementing partners.

Substantial reliance is placed on the DOC Officer's use of judgment regarding all aspects of outreach activities. The employee must react to and interpret changing priorities and circumstances in the Ethiopian media and provide guidance on how these shifts affect the work of the mission. The need to exercise good judgment carries over into the sphere of social media, as he/she will be posting regularly on behalf of the United States Government.

The DOC Officer's experience and managerial skills will be brought to bear on a daily basis as USAID Mission Management, AORs/CORs and implementing partners flood the DOC Office with dozens of questions each day regarding the positioning of USAID assistance and with requests for advice and clearances. The DOC Officer must plan his/her work schedule independently and direct colleagues to use their skills and abilities effectively. The DOC Officer serves as the Mission's "Branding Champion."

2. Statement of Duties to be Performed

The DOC Officer serves a one-year contract, renewable based upon satisfactory performance and the continued need for the position by USAID Ethiopia. The DOC Officer is an integral part of the mission's communications and outreach team and provides leadership and support to all offices contributing to these efforts. In the event of the Senior DOC Officer's absence, or at his/her direction, the DOC Officer will serve as the Mission's point of contact with media. As the anticipated Contracting Officer's Representative (COR) for the Mission's outreach contract with an Ethiopian communications agency, the DOC Officer will be responsible for all oversight and management of that contract.

The DOC Officer assists in the development and implementation of a revised, comprehensive communications and outreach strategy which is in line with the overall USAID Ethiopia Country Development Cooperation Strategy and promotes USAID's

activities to external and internal audiences. The strategy will focus largely on getting recognition for, and driving positive behaviors related to, Feed the Future and Global Health Initiatives, as well as economic growth, basic education and governance programs. Revisions to the previous strategy will optimize the wide array of new communications tools and distribution methods now available to effectively target audiences. The strategy will also be used to inform USAID's implementing partners on the selection, targeting, and placement of materials to raise awareness of USAID activities in Ethiopia. The need to identify, track and analyze emerging communications platforms to determine if they can contribute to USAID's communications objectives to better reach local and global audiences will be built into the new strategy. The DOC Officer is responsible for advising the Senior DOC as to which emerging tools would be useful to apply in the context of outreach to Ethiopians.

The DOC Officer also assists in regular updates to the Mission communications strategy, identifying objectives, messages, audiences, products, and budgets, and developing plans in coordination with USAID managers and technical teams consistent with the Mission development strategy and the overall Embassy communications goals. Implementation of the strategy will be guided by indicators in a results framework and a performance monitoring plan.

The DOC Officer works with the Senior DOC Officer to ensure that outreach activities are cost-effective, well-targeted, noncontroversial, visually appealing, well-defined, and contain human interest elements. The DOC Officer guides the work of implementing partners to achieve maximum exposure and understanding of U.S. assistance efforts and initiatives in Ethiopia, as defined by the Chief of Mission, USAID Mission Director and Deputy Mission Director. To operationalize the communications strategy, the DOC Officer helps the Senior DOC Officer put in place policies and procedures for mission communications which clarify roles and responsibilities within the Mission and Embassy and with implementing partners, including templates for various communications tools, standards for creating and finalizing communications materials, and guidelines for planning and managing events.

Specific activities include, but are not limited to, the following:

Providing Guidance for and Coordinating the Outreach Activities of USAID's Technical Offices and Implementing Partners: 30%

There are more than 100 staff members working in communications for USAID's implementing partners in Ethiopia. The DOC Officer serves as the main point of contact at USAID for all of these partner communicators. He/she guides their work, trains them, and works with them to plan, schedule, publicize and carry out activities which effectively inform the public about the work they are doing with funds provided by the American people.

The DOC Officer organizes training for COR/AOR staff and implementing partners on communication and media skills such as working with the media, developing briefing materials, stories and blogs, video production, photo taking and planning and managing special events. She/he also conducts regular sessions on USAID marking and branding requirements and emerging best communications practices. His/her role in training USAID and implementing partner staff on effective development communications is crucial for the overall success of USAID's activities in Ethiopia

The DOC Officer coordinates field travel and public affairs activities of the Mission Director and Deputy Mission Director, as well as the Ambassador, DCM, and other USAID and Embassy staff members. The DOC Officer prepares schedules, briefings, and all information related to events (e.g., backgrounders/scene setters, talking points, speeches, video/photo coverage, etc.), and organizes logistics, guest lists and other arrangements in collaboration with mission staff. He/she advises technical offices and implementing partners on ways to expand opportunities for coverage of USAID assistance, including print, TV and radio. The DOC Officer helps USAID technical offices and implementing partners define appropriate activities for coverage, participates in field inspections and final selection, and accompanies TV/radio crews to site locations for filming.

He/she will help support major USG and congressional visitors by preparing briefing materials and scene setters, coordinating meetings and briefings with partners and handling logistical support for such visits.

The DOC Officer works with USAID technical offices to plan and implement public events which maximize exposure for USG development assistance. The DOC Officer serves as the main point of contact with USAID technical offices and implementing partners in the conception, information collection, and dissemination of all public materials relating to USAID programs.

The DOC Officer plays a leading role in communicating Agency branding requirements to USAID implementing partners and trains them on the proper usage of USAID marking and branding as it pertains to their work. The DOC Officer serves as a resident expert on USAID branding and style guidelines, ensuring regulations are followed and applied as outlined in ADS 320 and the Agency's Graphic Standards Manual. She/he reviews and edits all implementing partner branding and marking plans and works with contracts officer and COR/AOR on approval of these final documents. The DOC Officer ensures partners are in compliance with approved marking and branding plans and that all materials (videos, websites, banners, posters, brochures, publications, etc.) meet USAID branding guidance. This may include training partners and Mission staff on the branding and marking guidelines. The DOC Officer recommends revisions, reprinting, or other appropriate action when needed. He/she seeks guidance from LPA on any disputes or waiver requests related to branding and marking requirements. She/he is also responsible for ensuring that USAID staff members and implementing partners alike understand the nuances involved in working with funding provided through Presidential and other special initiatives and the branding and marking requirements for those activities. He/she serves as the Mission's "Branding Champion" and is responsible for keeping USAID staff members and implementing partners up to date on all changing requirements and will monitor partner products for compliance with these requirements.

In addition to reviewing products for branding and marking compliance, the DOC Officer reviews; video products, banners, brochures, handouts, signs, and other public relations materials to evaluate quality, propriety in terms of production quality, sensitivity to local culture, and accuracy of content. He/she advises CORs/AORs and implementing partner staff on production of public information materials, press materials, displays. He/she advises USAID implementing partners and USAID staff on how to increase the quality of public outreach materials. The DOC Officer works with USAID staff and partners to ensure targeted, coherent, and consistent messaging and presentations.

Contracting Officer's Representative for Outreach Contract: 30%

Beginning in FY18, the DOC Officer will serve as the Contracting Officer's Representative (COR) for the Mission's outreach contract with a local Ethiopian agency. As the COR of this contract, the DOC officer will be responsible for drafting the Scope of Work, leading the Technical Evaluation Panel, and overseeing and documenting the selected contractor's support to the Mission in the achievement of its outreach objectives. The anticipated outreach contract will require the contractor to analyze media consumption patterns, produce and disseminate public information about Mission initiatives, organize public outreach campaigns and events and promote a better understanding of USAID programs to a variety of local and international audiences through targeted efforts. The DOC Officer will be responsible for ensuring that the outreach contractor is undertaking all of this work in accordance with the overall Mission Communications Strategy and undertaking all activities in a manner that makes efficient use of allocated funding.

As the contracting officer's representative (COR) for the mission's outreach and communication contract, he/she will be responsible for all COR functions in terms of providing regular guidance, strategic messaging, and determining if any adjustments to the work plan or implementation are needed. This also includes keeping up to date on all contract management issues. Maintain proper documentation and record keeping in compliance with COR requirements. H/she may also serve as the COR or alternate COR for any research agency contracted to conduct public surveys of the mission's media efforts; ensure that awareness and attitudinal research is completed correctly; and, present findings to senior management and use the information to inform the mission's communications strategy.

Production Public Information and Publicity Materials: 20%

The DOC Officer is responsible for collecting input for, editing and preparing that information for use through a range of products tailored to target audiences; managing the procurement and distribution of communications materials related to the USAID foreign assistance program in Ethiopia; and serves as a mission point of contact and liaison for information requests.

The DOC Officer must have the ability to use relevant software programs and social media tools for the management of USAID Ethiopia's public-facing, online digital platforms. He/she will serve as the Mission's POC for updating USAID Ethiopia's web page content and is responsible for ensuring that USAID technical and support offices keep their content up to date, relevant and user-friendly. The DOC officer must also have the ability to highlight USAID Ethiopia's impact through the use of photography, video and public presentations. The DOC Officer is expected to have the ability to capture high-quality images and video footage and to edit those materials for use across USAID's outreach platforms. The DOC Officer ensures that the mission is able to accommodate special outreach requests from LPA, AFR, BFS, EGAT, DCHA, E3, PPL, GH Bureaus at USAID/W and the Embassy Public Affairs Section.

The DOC Officer coordinates elements of the overall mission communications strategy, which includes:

- Consistently drafting, formatting and updating high-quality public information materials such as briefing materials, talking points, speeches, program and

- regional fact sheets, and timely updating of mission website content and maps;
- Writing, as well as soliciting/editing/preparing an array of success stories/transforming lives and blog submissions for USAID Ethiopia and for USAID/Washington platforms;
- Managing social media platforms in coordination with the Senior DOC (including Twitter, Flickr, YouTube and Facebook);
- Ensuring that success stories in AIDTracker are reader friendly, relevant and kept up to date.

The DOC coordinates with the US Embassy Public Affairs Section (PAS) to ensure that Embassy personnel are properly apprised of USAID public outreach activities and projects and to coordinate events and field trips for the Ambassador and Deputy Chief of Mission; and, serves as a liaison with the USAID/Africa Bureau communications team in Washington.

Media Relations and the Press: 10%

He/she is responsible for supporting USAID Ethiopia media activities, including monitoring media coverage (particularly local and regional news) on issues related to USAID activities in Ethiopia. In coordination with the PAS and under the direction of the Senior DOC Officer, builds and maintains a professional network of Ethiopia's media contacts. Responsibilities include arranging interviews with USG officials, briefings, press tours of USAID-funded projects, and escorting journalists during these events.

In the event of the Senior DOC Officer's absence, or at his/her direction, the DOC Officer will serve as the Mission's point of contact with American and international media.

The DOC Officer is responsible for writing and distributing press releases on program successes, project inaugurations, significant developments, etc. and then following up with media to encourage and support coverage of public events. He/she will coordinate with technical offices, Embassy's PAS, and LPA to ensure local and international media requests for information are met with well-written and accurate responses.

The DOC Officer will advise and work with Embassy PAS to expand opportunities for coverage of USAID assistance, including TV, radio and other media. This may include arranging interviews, briefings, tours of USAID projects, escorting journalists, and recording activities. At the same time, he/she advises the Mission Director, Deputy Mission Director and staff as to when press coverage is not recommended for culturally or politically sensitive issues. The DOC Officer works with the Senior DOC to prepare USAID Ethiopia and visiting senior leadership from USAID/Washington for interviews with the media.

Supervisory Role: 10%

In the event of the Senior DOC Officer's absence, or at his/her direction, the Deputy DOC Officer will be responsible for the overall management of strategic communications, including day-to-day office operations; VIP visits; managing the budget for DOC activities; overseeing the publication of materials; supervising the maintenance of DOC materials and files; taking primary responsibility for public inquires, press relations, special events, and social media; and monitoring and evaluating progress toward communications objectives as outlined in the mission-approved communications strategy.

The position requires occasional high-level contacts within the U.S. interagency in both

Ethiopia and Washington, D.C. (including with the USAID Mission Director, U.S. Ambassador, DCM and PAO, USAID/W senior staff), the host country community (such as ministers, Members of Parliament, and NGOs), and chiefs of party of implementing partners.

He/she will perform other duties as assigned or required by the Senior DOC Officer, the Deputy Mission Director, or Mission Director.

3. *Supervisory Relationship*

The Development Outreach and Communications Officer (DOC) do not have a supervisory role. Substantial reliance is placed on the employee's use of judgment concerning priority and effectiveness of public relations documentation and activities. Employee will periodically have to make important decisions out of the office (perhaps out of town) with perhaps no ready facility for consulting with her/his supervisor. Employee must react to and interpret changing priorities and circumstances in Ethiopia's media and their effects on his/her work in coordination with various mission elements. Many important decisions will be based on employee's experience and managerial skills. The employee must plan his/her work schedule independently.

4. *Supervisory Controls*

The DOC Officer directly reports to the Senior DOC Officer, a local U.S. Personal Service Contractor. Overall guidance and supervision of DOC duties are under the Deputy Mission Director.

11. AREA OF CONSIDERATION: U.S. Citizens and US Permanent Residents with valid work authorization for Ethiopia, to include Eligible Family Members (EFMs) assigned to post.

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

13. POINT OF CONTACT: *Shelby Hunt, S/EXO, and/or Fekadu Tamirate, HR Specialist,* email at addisusaidjobs@usaid.gov.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

EDUCATION (15 points): **REQUIRED:** A Bachelor's Degree in the field of communications or journalism, public relations or marketing, English, International relations or a related field is required. A post-graduate degree would be preferred but is not required.

WORK EXPERIENCE (30 Points): **REQUIRED:** A minimum of eight years of progressively responsible relevant professional experience (public relations, public information and outreach or international development) with at least some of that experience in an international setting is required (international organization, corporation, government, or NGO). Proven experience in disseminating information to diverse target audiences (including US) is required, as is demonstrated expertise in producing effective public relations events and communications materials. Previous work experience with the U.S. Government or another international development organization is also highly desirable.

KNOWLEDGE, SKILLS AND ABILITIES (25 Points): REQUIRED:

The successful candidate must possess the following knowledge, skills, and abilities:

Demonstrated skills and/or experience in public relations.

- A broad understanding of issues related to international development and transition economies; experience in the region is highly desirable.
- The ability to establish and maintain collegial relations with press and media contacts and exercise sound judgment in representing the U.S. Government while discussing program activities with the press and media are essential elements of the job.
- The skills and attention to detail necessary to manage (as a COR) an external outreach and communications contract.
- Outstanding coordination, organizational, and event planning skills within a multi-cultural work environment.
- Demonstrated ability to work as a team member and provide leadership in the areas of his/her competencies.
- Possess the ability to draft, edit, proof-read and fact check information in various print and online media formats (e.g., press release, speech, talking points, fact sheet, website, stories, blogs) targeting and distinguishing in-country Ethiopian audiences and stakeholder audiences at USAID HQ and in the US.
- Through knowledge of media operations (print, television, internet, radio), including how to shape a story and get it published.
- Ability to work independently managing several activities simultaneously and to work effectively and efficiently under time pressure is a must.
- Ability to perform conscientiously with minimal daily supervision and direction.
- Able to demonstrate initiative and be creative.

COMMUNICATION PROFICIENCY AND MISCELLANEOUS: (30 points):

- Outstanding verbal and written English communication skills, analytical ability, and interpersonal relationships are required.
- Native-level English written skills required for drafting, copy editing, and proofreading public print and online materials.
- Basic knowledge of Ethiopian culture and work environment is an asset.
- The incumbent will be expected to have superb computer skills and the ability to work in all of the Microsoft Office Suite applications, especially PowerPoint.
- The incumbent should have experience posting for professional reasons on different types of social media applications (e.g. Facebook, Twitter, You Tube, Flickr), as well as website content management software such as Drupal.
- Knowledge of digital photography, video, graphic design or GIS graphic presentation skills.

III. EVALUATION AND SELECTION FACTORS

To be considered for this position, applicants must meet the following minimum requirements. For those who do, further consideration and selection will be based on panel assessment of the Selection Criteria, also listed below. 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. Be sure to include your name and the solicitation number at the top of each additional page.

Selection will be based on the following criteria (**Maximum of 100 Points Available**):

- Education: 15 point**
- Work Experience: 30 points**
- Knowledge, Skills and Abilities: 25 points**
- Communication Proficiency and Miscellaneous: 30 points**

IV. APPLYING

Applicants must provide at least three references with current contact information, preferably both an e-mail address and a telephone number. (The Selection Committee will conduct reference checks of the highest ranked applicants). References will be asked to complete a questionnaire that assesses the applicant's technical knowledge, work performance, communication skills, and group dynamics, using the above specific criteria. The references will be asked to provide a general assessment of the applicant's suitability for the position. It is the responsibility of the applicant to ensure submitted references are available to provide a written or verbal reference in a timely manner.

All applicants must complete the attached Application for Employment (AID 302-3) and submit a cover letter outlining their relevant qualification and experience for the position. **Family Members who fulfil the minimum requirements will be considered.**

Only applicants who meet or exceed the stated position requirements will be considered. **All applicants must have the required work and/or residency permits to be eligible for consideration (please make sure to submit all documentation that certify your eligibility to work in the country).** Eligible Family Members (EFMs) should provide a copy of the assignment cable.

For your application to be considered, the following documents must be submitted:-

1. Letter of application/cover letter.
2. Eligible offerors are required to complete and submit the offer form **AID 302-3**, "Offeror Information for Personal Services Contracts," available at <http://www.usaid.gov/forms>.
3. Current resume/CV.
4. 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**.
5. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.
6. Application must be submitted **ONLY** via addisusaidjobs@usaid.gov and the email subject must say -: **SOL-663-17-000025 - Development Outreach and Communication Officer.**

7. Please submit the application only once.
8. Late and incomplete applications will not be considered; the application must be submitted before or on the closing date at local Ethiopian time 5 p.m.

V. **LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the CO 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. *Finger Print Card (FD-258)*

VI. **BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance

2. ALLOWANCES:

Section numbers refer to rules from the [Department of State Standardized Regulations \(Government Civilians Foreign Areas\)](#)

U.S. resident-hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.

VII. **TAXES**

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

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

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.

3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
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>.

END OF SOLICITATION

EQUAL EMPLOYMENT OPPORTUNITY: *The U.S. Mission in Ethiopia 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. USAID/Ethiopia also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared by: DKahrmann, DOC: _____

SHUN, S/EXO: _____