**SOLICITATION NO: SOL-497-14-000007**
**ISSUANCE DATE: DECEMBER 13, 2013**
**CLOSING DATE: DECEMBER 27, 2013**
**3:00 PM JAKARTA TIME**

**SUBJECT: Solicitation for Resident Hire U.S. PSC (Personal Services Contractor) for the position of MANAGEMENT SPECIALIST**

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications (Optional Form 612) from qualified U.S. Citizens to provide services as a Management Specialist under a Personal Services Contract, as described in the attached solicitation. This is considered a Resident Hire position and as such no offshore benefits and allowances will be provided (i.e. housing, post differential, education allowance, etc.). The place of performance for this position will be in Jakarta, Indonesia.

Submissions to this solicitation shall be in accordance with the attached information, at the place and time specified. Incomplete, unsigned or late applications will not be considered.

Applicants should retain for their records copies of all enclosures which accompany their applications. Applications received after the closing date and time contained in this solicitation will be considered late and will not be considered. USAID/Indonesia will not consider an extension to the submission deadline for this procurement.

Any questions regarding this solicitation should be in writing and directed to the undersigned Contracting Officer at **SOL-497-14-000007@usaid.gov.**

**Phone calls or e-mail to any address other than the one specified in this solicitation will not be accepted.**

Sincerely,

/s/
Margaret Healey
Supervisory EXO
USAID/Indonesia

U.S. Agency for International Development
American Embassy, Jl. Medan Merdeka Selatan No. 3-5 Jakarta 10110 – Indonesia
Tel: (62 21) 3435-9000
Fax: (62 21) 386-0336

**ATTACHMENT 1**

**Solicitation for Resident Hire U.S. Personal Services Contractor (U.S. PSC)**
**MANAGEMENT SPECIALIST**

**SOLICITATION NO.: SOL-497-14-000007**

**ISSUANCE DATE: DECEMBER 13, 2013**

**CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: DECEMBER 27, 2013 at 3:00 P.M. JAKARTA TIME**

**POSITION TITLE: Management Specialist**. This is a Resident Hire U.S. Personal Services Contract (U.S. PSC) position.

**MARKET VALUE:** GS 13 ($71,674 - $93,175 per annum) 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 GS 13 pay range will not be entertained or negotiated.**

**PERIOD OF PERFORMANCE:** This position will be for a twelve months contract with an option to renew.

**PLACE OF PERFORMANCE:** USAID/Indonesia, Jakarta, Indonesia

**SUPERVISORY CONTROL:** Minimal. Incumbent is expected to act independently with little direction

**POSITION TITLE OF DIRECT SUPERVISOR:** Supervisory Executive Officer in the Executive Office

**SECURITY ACCESS:** A background check and security clearance will be required.

**PHYSICAL DEMANDS:** The selected candidate must be able to obtain a medical clearance allowing him/her to work in the position in Jakarta.

## I. POSITION DESCRIPTION

### A. BASIC FUNCTIONS OF THE POSITION

This position is located in the United States Agency for International Development (USAID), Executive Office reporting to the Supervisory Executive Officer. The incumbent plans, directs, coordinates, and carries out a variety of management services in support of the Executive Office, primarily in its role in supporting the technical offices. The incumbent performs or serves as a Management Specialist in the accomplishment of a wide

variety of special projects involving analysis, planning and evaluation to strengthen the Executive Office's support of the technical teams. It is anticipated that this support of the teams will be about 60% of the contractor's time.

The Management Specialist will provide critical management support to the Executive Office leadership and the Executive Office team in general. Due to the diverse nature of the Executive Office responsibilities the contractor will be required to apply an extremely diverse knowledge base in order to support key management areas of the Executive Office: procurement, computer technology, personnel, ICASS coordination and management. The Management Specialist will be based in the Executive Office and report to the Supervisory Executive Officer (S/EXO).

The contractor will be required to communicate effectively and facilitate coordination with other support and technical offices. The contractor is required to exercise a high degree of sound independent judgment and decision making. The contractor is required to provide accurate and timely briefings and reports under very short deadlines for the S/EXO and Mission Management.

## B. DUTIES AND RESPONSIBILITIES

**Major Duties and Responsibilities**

The contractor serves as an expert consultant on challenging program management issues, providing authoritative guidance and leadership on special projects to strengthen the Executive Office team. Selected special projects include

- Enhance the customer service response of the Executive Office team by identifying innovative solutions for the EXO team to implement that will enhance the ability of the technical teams to implement Mission programs.
- Identify ways that the Mission's SharePoint site can better meet the needs of the technical teams.
- Coordinate the Mission's access to secure, mobile technologies and a modern intranet solution with Washington as outlined in USAID's Management Bureau Objective 1. Work to ensure the Mission is an overseas leader in this endeavor as it implements programs in a vast archipelago.
- Actively engage in capacity building and training of the local Procurement section staff on project procurement, in particular purchase orders for project evaluations governed by the simplified acquisition process. Identify appropriate training courses for procurement staff.
- Develop and implement management processes to support procurement staff taking over project procurements.
- Develop and implement standard operating procedures and guidance and coordinates the issuance of specific operational guidance to the Mission. This may involve drafting Mission Orders or General Notices.
- Other special projects as determined

## C. POSITION ELEMENTS

Guidelines
Guidance for USAID policies and procedures can be found in the Foreign Affairs Manual (FAM), Foreign Affairs Handbook (FAH), Federal Acquisition Regulation (FAR), USAID Acquisition Regulation (AIDAR), Automated Directives System (ADS), Mission Orders and Mission Notices.

Contacts
The contractor will be required to communicate effectively and facilitate coordination with the U.S. Embassy personnel (Human Resources Office and General Services Office), USAID Program Office, USAID Office of Financial Management, and other technical offices.

## D. TERM AND PERIOD OF PERFORMANCE

1. This contract is for a resident hire U.S. personal services contractor. The term of the contract will be for twelve months with an option to renew. Within four weeks after written notice from the Contracting Officer that all clearances have been received or, unless another date is specified by the Contracting Officer in writing, the incumbent shall report for duty.

2. This position is equivalent to a GS-13 position. The actual salary will be negotiated depending on qualifications and previous salary history of the successful candidate. Salaries over and above the top of the GS 13 pay range will not be entertained or negotiated.

## E. SKILLS, EXPERIENCE AND QUALIFICATIONS

The successful candidate should have the following skills, experience and qualifications:

- Education: A Bachelor Degree in Public Administration, Business Administration, Purchasing or related field is required. A Master Degree is preferable.
- Prior Work Experience: Minimum 5 years of progressively responsible experience working on development programs in an overseas environment
- Language Proficiency: Level IV fluency in written and verbal communication of English is required
- Knowledge: Good working knowledge of standard procurement procedures; knowledge of a wide range of administrative law, policies, regulations and precedents applicable to the administration of technical prograsm.as well as knowledge of computer software packages
- Skills and Abilities: Demonstrated ability to organize, manage, and implement recommendations to enhance management operations, ability to work independently to identify problem areas, identify solutions, effectively present them to

management and implement approved recommendations; demonstrated ability to work in a team environment; and demonstrated knowledge of technical programs in an overseas environment.

## II. EVALUATION CRITERIA:

**Evaluation/Selection Criteria**

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

a) **Education: (15 points):** A Bachelor Degree in Public Administration, Business Administration, Purchasing or related field is required. A Master's Degree is preferable.

b) **Work Experience: (25 points):** Five years of progressively responsible experience working on development programs in an overseas environment.

c) **Language Proficiency: (10 points):** Level IV (Fluent) of English-language capability in verbal and written communication is required.

d) **Knowledge: (30 points):** Good working knowledge of standard procurement procedures; knowledge of a wide range of administrative laws, policies, regulations and precedents applicable to the administration of technical programs. Knowledge of computer software packages.

e) **Skills and Abilities: (20 points):** Demonstrated ability to organize, manage, and implement recommendations to enhance management operations, ability to work independently to identify problem areas, identify solutions, effectively present them to management and implement approved recommendations; demonstrated ability to work in a team environment; and demonstrated knowledge of technical programs in an overseas environment.

**Maximum Points Available: 100**

## III. HOW TO APPLY

**A.** Please send a completed and signed Optional Form 612 and a curriculum vitae containing the following information. Forms is available at the USAID website, http://www.wrc.noaa.gov/wrso/forms/of0612.pdf

**1.** Personal Information: Full name, mailing address (with Zip Code) day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);

**2.** Education: high school name, city and State (Zip code if known) date of diploma or GED; colleges and universities, name city and State (Zip code if known, majors, type and year of any degrees received;

**3.** Work Experience: give the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions); job title (include series and grade if Federal job), duties, and accomplishments, employers name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor;

**4**. Other Qualifications: job-related training courses (title and year), job related skills; for example, other languages, computer software /hardware, tools, machinery, typing speed, job related certificates (current only), job-related honors, awards, and special accomplishments, for examples, publications, memberships in professional or honor societies, leadership, activities, public speaking, and performance awards (give dates but do not send documents unless requested).

**B.** Applicants must also include in their application package as follows:

1. A cover letter of no more than 3 pages that demonstrates how the candidate's qualifications meet the work requirements;
2. A curriculum vitae which, at a minimum, describes education, latest experience and career achievements;
3. A relevant writing sample, minimum of two pages and maximum of ten pages;
4. Names, current and accurate contact numbers (e-mail and phone) of three professional references that have knowledge of the applicant's abilities to perform the duties set forth in the solicitation;
5. A written statement certifying the date and length of time for which the candidate is available for the position;

All of the above information must be included in the application package in order for the package to be considered complete.

## IV. MAILING ADDRESS

Interested candidates should send the above information via US or International mail to the attention of: **Ms. Margaret Healey, Supervisory EXO**, at one of the following addresses

**E-MAIL:** **SOL-497-14-000007@usaid.gov**

**U.S. MAIL**

Ms. Margaret Healey
Supervisory EXO
American Embassy Annex
Unit 8200 USAID
FPO AP 96520-8135 (allow 2 to 3 weeks for delivery)

**INTERNATIONAL MAIL**

Ms. Margaret Healey
Supervisory EXO
USAID/Indonesia
American Embassy Annex
Gedung Sarana Jaya, 8th floor
Jalan Budi Kemuliaan I/1
Jakarta Pusat 10110, Indonesia (allow 2 to 3 weeks for delivery)

**Electronic submissions will be accepted for this procurement**. Please be advised that the US Government **shall not** be responsible for incomplete/corrupted or missing information in electronic submissions, and these applications may not be accepted. USAID will only confirm receipt and print out the electronic submission, USAID will not ensure quality or completeness of electronic files attached to e-mails. The applicant assumes all risk related to an electronic submission. Applications must be received no later than the due date and time of this solicitation. Late applications or delayed electronic submissions will not be accepted.

**Please submit all electronic submissions to: SOL-497-14-000007@usaid.gov**

## V. MARKING INSTRUCTIONS

Clearly mark envelopes (on top left side) containing applications as follows:

**Solicitation Number SOL-497-14-000007**
**MANAGEMENT SPECIALIST**

## VI. CLOSING DATE

Applications must be in the EXO Office, USAID/Indonesia, no later than
**DECEMBER 27, 2013 at 3:00 P.M. Jakarta Time.**

**ATTACHMENT 2**

## ADDITIONAL INFORMATION

As a matter of policy, and as appropriate, an off-shore USPSC or TCNPSC may be authorized the following benefits (Note: an individual defined as a Resident Hire employee may only be eligible for those benefits listed under item 1 below).

**1.** BENEFITS

a. Employee's FICA Contribution
b. Contribution toward Health & Life Insurance
c. Pay Comparability Adjustment
d. Annual Increase
e. Eligibility for Worker's Compensation
f. Annual & Sick Leave

**2.** LIST OF REQUIRED FORMS FOR PSCs

1. 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).

NOTE:
* The forms listed 2 through 5 shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.
Form 5 is available from the requirements office.

FEDERAL TAXES: USPSC are required to pay Federal Incomes Taxes and contribute to FICA and Medicare.