MISSION NOTICE

SOLICITATION NO: 002-2018
ISSUANCE DATE: January 4, 2018
CLOSING DATE: January 18, 2018
4:00 p.m. Jakarta time

SUBJECT: Employment Opportunities (USAID) Indonesian Citizens, USAID
Human Resources Specialist, FSN-10 (Full Performance Level)

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified Foreign Service Nationals to provide services as Human Resources Specialist, FSN-10 (Full Performance Level) under a Personal Services Contract, as described in the attached solicitation. The place of performance for this position will be in Jakarta, Indonesia.

Submissions to this solicitation shall be in accordance with Attachment 1, Sections I through V of this solicitation, 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 accepted. USAID/Indonesia will not consider an extension to the submission deadline for this procurement.

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 regarding this solicitation should be in writing and directed to the undersigned at jktrecruitment@usaid.gov.

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

Sincerely,

/s/

Albert Carrera
Contracting Officer
USAID/Indonesia
I. GENERAL INFORMATION

Solicitation for (USAID) Indonesian Citizens, USAID Human Resources Specialist, FSN-10 (Full Performance Level)

SOLICITATION NO.: 002-2018

ISSUANCE DATE: January 4, 2018

CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: January 18, 2018 at 4:00 p.m. Jakarta time

POSITION TITLE: USAID Human Resources Specialist

MARKET VALUE: IDR 272,133,243 – 435,413,195 per annum equivalents to FSN Grade 10. 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 FSN-10 pay range will not be entertained or negotiated

PERIOD OF PERFORMANCE: 5 year contract period, renewable (Indefinite – type position)

PLACE OF PERFORMANCE: USAID/Indonesia, Jakarta, Indonesia

SECURITY CLEARANCE REQUIRED: For a FSN, an Employment Authorization is required as a pre-condition for employment.

AREA OF CONSIDERATION: All Interested Candidates (Indonesian Citizen)

SUPERVISORY CONTROL: None

POSITION TITLE OF DIRECT SUPERVISOR: Supervisory Executive Officer or his/her designee.
MEDICAL CLEARANCE: The successful applicant must be able to obtain required medical clearance as a pre-condition for employment.

STATEMENT OF DUTIES:

I. POSITION DESCRIPTION

A. BASIC FUNCTION OF POSITION

USAID/Indonesia is a large, full-service Mission with nearly 146 staff positions: 35 U.S. Direct Hire employees (USDH); 12 offshore and locally recruited U.S. Personal Service Contractors (USPSC) and Third Country Nationals (TCNPSC); 99 FSN Personal Services Contractors; and 4 Fellows.

USAID/Indonesia annual budget is approximately $150 million. With the increase in development assistance to Indonesia, there will be likely an increase in programmatic/technical staff that will require administrative support.

The incumbent is one of two senior Human Resource Specialists handling personnel administration and personal services. The incumbent works regularly with Supervisory Executive Officer, Regional Legal Officer, Controller, and Contracting Officers on personnel and contracting related matters.

B. DUTIES & RESPONSIBILITIES

A. Human Resources Services Administration 85%

1. US and TCN Personnel Administration

• Lead the annual validation exercise for U.S. direct hire personnel, coordinate with Mission Management which USDH positions need to be validated, draft or supervise drafting and clearance of validation narratives and follow up on the Foreign Service Assignment process, ensuring the appropriate documents are submitted for updates as necessary.
• Correspond with M/HR and Asia Bureau counterparts to ensure the accuracy of the worldwide staffing pattern, timely addition/deletion of USDH Positions, length of tours, follow-up on individual assignments.
• Liaise with STATE/HR and/or Management Counselor on NSDD-38 process. Prepare contents of NSDD-38 cables to STATE/HR/OE for action. Ensure the appropriate documentation is prepared to establish new USDH-USPSC/TCNPSC positions as necessary, and the staffing information in WEBINAR is updated on a regular basis.
• Monitor in/out processing of U.S. Direct Hire staff, U.S. and Third Country National (TCN) Personal Services Contractors, PASAs, TAACS and Fellows. Develop check-in/out procedures and forms as necessary. Correspond with newly
assigned American personnel and M/HR to manage and coordinate assignment preparation, provide welcome information and fund cites, ensure new arrival is provided with travel authorization and visa support documentation in timely manner. Ensure sponsors are appointed and special requests of new arrivals are attended to. Ensure appropriate documents are prepared to request assignment approval of new American employees with Government of Indonesia and proper visas and stay permits are processed. Work with Regional Legal Officer and EXO to ensure resident hire TCN personnel have correct sponsor letter to obtain work visa. Personally address and resolve complex situations, such as denial of assignment approvals, delays in granting Indonesia visas, processing of overdue documents or exceptions to standard immigration requirements with GOI counterparts.

- Manage performance appraisal system for USDH. Keep abreast of the latest regulations on USDH appraisals, appoint Mission Appraisal Committee members, prepare Mission schedule for submission of work objectives, mid-year reviews and final review of Annual Evaluation Forms (AEFs). Ensure Appraisal Input Forms are prepared for departing employees and forwarded to the next post. Ensure AEF reviews are completed and submitted to M/HR by the required deadline.
- Clears on requests for entitlements travel authorizations to certify eligibility of requesting employee for travel. Check all travel authorizations for correctness and compliance with travel regulations and clears on them before submitting to Executive Officer for approval. Advise staff on their entitlements in a variety of travel situations (TDY, R&R, Home Leave, Medevac, Educational Travel, Emergency Visitation, invitational Travel, etc.).
- Other personnel administrations include overseeing/monitoring Health Benefits Open Season, Thrift Saving Plan enrollments, Combined Federal Campaign, submission of Confidential and Public Financial Disclosure reports (OGE-450 & 278).

2. Recruitment of FSN and US/TCN staff using Personal Services Contracts and preparation of supporting Personnel Action documentation

- Review assigned incoming requests for recruitment of personnel. Ensures document comply with all agency and mission requirements and appropriateness of the proposed action. Ensure that office reorganizations and requests for staff are consistent with action memo documents. Ensure proper recording of documents in ASIST in accordance with current Agency procedures.
- Prepare all required pre-solicitation documents and clearances, including determinations and findings, synopses and advertisements, justifications, and solicitations. Advise the Contracting Officer concerning such matters such as the mechanism for advertising and any special terms and conditions that are requested. The incumbent shall insure recording of the obligations by the Controller’s Office and making proper entries into GLAAS in accordance with the Agency guidelines.
• Perform the full range of recruitment actions for employees in Jakarta Mission for new, vacant positions and those scheduled to become vacant. The positions range from the lowest classified clerical/chauffeur positions to the highest professional level. These duties include pre-recruitment approval, classification, clearances process, and other related recruitment administrations.
• Conduct required tests: English, typing, and computer test.
• Sit on selection boards as HR observer to ensure the transparency of the recruitment process and compliance with regulations.
• Initiate security and medical clearances for selected candidates.
• Provide guidance to Technical Evaluation Committee on the recruitment process to ensure the transparency of the recruitment process and compliance with regulations.
• Prepare salary analysis for selected candidate. The analysis will be used as a recommendation document for EXO to decide salary negotiation for selected candidate. The analysis may include research, salary comparison in the local markets, if necessary.
• Manage post-recruitment administrative process including send formal notification unsuccessful candidate in timely manner.
• Manage post-contract administrative process including coordinate with USAID/Washington and Payroll San Salvador in regard to payroll matters.
• Manage pre-arrival and pre-departure administrative process for upcoming departure PSC. Ensures complete and up-to-date personnel files are maintained.

Contracting Actions

1. FSNPSC

• Ensure that procurement requests for the contract are available to support employee’s contract.
• Prepare FSNPSC contracts and modifications as well as budget and attachments as provided in the AIDAR and Appendix J in accordance with the Local Compensation Plan.
• Prepare memoranda of negotiations and ensure appropriate contract documentation is completed and filed in the individual contract files.
• Draft various recruitment correspondences including notification on non-selection and letters of job offer to the successful applicant.
• Obtain FSN security and medical clearances through the Embassy RSO and Medical practitioners respectively.
• Prepsares FSN Personal Services Contract using Appendix J and AAPDs, CIIBs, and FAR.
• Ensure new FSN employee receives orientation and explanation of mission policies, rules and regulations, employee benefits and all other contract provisions.
• Initiate and complete the close-out of personal services contracts in accordance with contract close-out procedures.
• Ensure proper recording of documents in ASIST in accordance with current Agency procedures.
2. USPSC/TCNPSC Contracting Functions

• Manages hiring of U.S. Offshore and Resident Hire Personal Services Contract (USPSC) and TCN employees.
• Advertises USPSC and TCNPSC positions in various media as required.
• Manages the creation of Technical Evaluation Panels (TEP) ensuring that Appendix D of the AIDAR is followed.
• Creates contracts through GLAAS system for USPSC Resident and Off Shore Hires utilizing the General Provisions in Appendix D of the AIDAR and other relevant guidance contained in AAPDs, CIBs, and FAR.
• Arranges for selected candidates to complete the required security and medical paper work.
• Creates modifications 10 PSC contracts through GLAAS as needed for budgetary and administrative changes and updates.
• Monitors guidance on U.S. PSC and TCNPSC and ensures that files and contracts are kept up to date.
• Prepares TCN Personal Services Contract using Appendix J and AAPDs, CIBs and FAR.
• Initiate and complete the close-out of US/TCN personal services contracts.
• Ensure proper recording of documents in ASIST in accordance with current Agency procedures.

Personnel Actions:

• Process all types of personnel actions (JF-62 and SF-50) such as promotion, reassignment, change in detail, leave without pay, termination, salary change, funding data, reassignment and mass pay adjustment for USAID/Indonesia for FSNDH and FSNPSC employees.
• Follow up with RMC Bangkok on the changes and/or adjustment to compensation. Liaise with RMC/Bangkok to resolve payroll problems, earnings, and leave statement discrepancies and other issues.
• Process all types of personnel actions for U.S. and TCN personal services contracts.

3. Position Classification/M-CLASS of US/TCSPSC and FSNPSC

As a certified evaluator, classifies and evaluates local employee positions using the M-CLASS program application. Conducts job analysis interviews with job holders and, as necessary, with supervisors to gain an in-depth understanding of the duties and responsibilities of the position being evaluated. Ensures the Job Discussion Help Sheet (JDHS) is completed by the job holder and immediate supervisor prior to entering into the M-CLASS system. Ensures the M-CLASS data is accurate and complete. Meets with job holders and supervisors to explain and answer queries about M-CLASS e.g. effect on compensation in case of position downgrade. Effective date of promotion in case of position upgrade, etc. Coordinate with USAID/W/HR the submission for
approval of the M-CLASS reports and results. Contribute to maintenance of the M-CLASS filing system.

For US/TCN PSC position, HR Specialist performs classification to determine market value for the work to be performed and salary range for several of US/TCN PSC positions based on appropriate guidance.

4. Staffing

• Update the Mission Staffing Pattern as new positions are added, removed or modified.
• Update the State and USAID WEBINAR databases and/or obtain staff information such as dependent information, security clearance date, contract expiration, entrance on duty and training courses taken, etc.
• Ensure that the number of positions in the system is accurate.
• Contribute to the review and maintenance of training Mission policies, procedures and guidelines regarding human resources in the form of Mission Orders.

B. Personnel Administration 15%

• Back-up other senior HR Specialist in administration of USDH personnel administration.
• Responsible for work of HR unit when other senior HR Specialist is not available.
• Evaluate and respond to the annual Management Control Assessment required under the Federal Manager's Financial Integrity Act (FMFIA). Test management control areas. Recommend corrective actions where deficiencies are cited. Continually monitor deficient areas to ensure that corrective action taken is sufficient.
• Brief incoming FSN employees on entitlements and benefits as well as time and attendance. Ensure new FSN staff is promptly enrolled into the health insurance program.
• Manage awards program at post. Advice Mission management on awards requirements and procedures, ensure award nominations are processed in timely manner and in compliance with regulations. Submit award nominations to USAID/Washington and Embassy HRO, as appropriate.
• Advise supervisors on complex FSN performance appraisal situations.
• Liaise with Embassy HRO on Health Insurance program for FSN employees, on proposed changes to compensation plan and FSN Handbook and on implementation of joint programs as they relate to human resources, as well as providing expert advice on local labor law.

C. PERIOD OF PERFORMANCE/TIMING

5 year contract period, renewable (Indefinite – type position)
D. 

**POSITION ELEMENTS**

a. **Supervision Received:** Receive guidance and supervision from the Supervisory Executive Officer or his/her designee.

b. **Available Guideline:** The Automated Directives Systems (ADS), the FSN Personnel Administration Handbook (FSNPAH), the FSN Employee Handbook, Local Compensation Plan, 3 FAH, 3 FAM, M-CLASS guidelines and manuals, the AIDAR Appendix D and Appendix J, Personal Services Contracting Regulations and Department of State Standard Regulations (DSSR).

c. **Exercise of Judgment:** Good judgement is required in dealing with complex personnel matters. Considerable judgement in screening job applicants to determine whether they meet minimum qualifications.

d. **Authority to Make Commitments:** Full authority within the contract area except for signatory authority to commit funds or make policy. Recommendations in position classification are considered to be authoritative.

e. **Nature, Level and Purpose of Contacts:** The incumbent must be able to communicate with all levels of mission personnel to provide advice and information on USAID rules, regulations and procedures on recruitment, contracting, training, position classification matters; and to outside candidates on the job opportunities and selection procedures. Incumbent negotiates salary offers with selected candidates.

f. **Supervision Exercised:** N/A

Time required performing full range of duties after entry into the position: 1 (one) year.

E. 

**MEDICAL AND SECURITY CLEARANCE**

The selected candidate must obtain a U.S. Government security and medical clearances. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded. Details on how to obtain medical and security clearance will be provided once a job offer is made and accepted. You must be available to start work as soon as valid medical and security clearance are obtained. This availability must be indicated in your cover letter.

II. 

**REQUIRED QUALIFICATIONS & SELECTION CRITERIA**

In order to be considered for the position, a candidate shall be an Indonesia Citizens. The candidate must meet the minimum qualifications listed below. Consideration and selection will be based on a panel evaluation of the evaluation criteria factor below. Please note that only shortlisted/finalist applicants will be interviewed or contacted. USAID does not pay
for any expenses associated with the interviews unless expenses are pre-authorized. Reference checks will be conducted on those candidates selected for an interview. The applicant’s references must be able to provide substantive information about his/her past performance and abilities.

Interviews and a writing exercise may be requested. Applicants are required to prepare a brief narrative demonstrating how prior experience and/or education and training address selection criteria factors listed below.

a. Education (10 points)
   Possession of a Bachelor’s degree in Human Resources Management, Law, Psychology, administration management or other comparable field is required.

   Additional Education in these fields is desirable.

b. Prior Work Experience (20 points)
   Minimum of five (5) years of progressively responsible experiences in the field Human Resource Administration or closely related field is required.

   Additional Experience in these fields is desirable.

c. Language Proficiency (10 points)
   English (level IV – Fluent) and Bahasa Indonesia (Level IV – Fluent) is required.

   Higher levels of Language Proficiency desired.

d. Job Knowledge (20 points)
   Strong knowledge and understanding of the USG Standardized Regulations, handbooks and manuals pertaining to personnel management particularly position classification, recruitment and employment. Knowledge of guideline concerning terms and conditions of employment of FSN staff. Must be particularly knowledgeable with the USG Contracting Regulations as this relates to employment under personal services contracts.

   Additional Job Knowledge in these areas is desirable.

e. Skills and Abilities (40 points)
   Must be personable and tactful, resourceful and able to develop and cultivate possible sources of job applicants for a variety of positions. Ability to read and interpret available regulations in the area of contracting, and ability to plan, organize, establish priorities, direct and follow up on work. Ability to maintain confidentiality as needed. Extreme discretion in handling personnel matters and be able to inspire confidence. Must be able to establish and maintain effective working relationships with managers, supervisors, and employees. Ability to counsel employees and supervisors on work related problems, to handle changing priorities, meets deadlines and requirements quickly and competently.
Computer literate: MS Excel and Word, Power Point, Job Classification Systems, Contracting System and Personnel System.

Additional Skills and Abilities in these areas are desirable.

**Maximum Points Available: 100**

At USAID’s discretion, reference checks and interviews may be conducted as part of the evaluation process.

### III. HOW TO APPLY

**A.** Please send a completed and signed Form DS-174 and a curriculum vitae containing the following information. Forms is available at the USAID website, [https://eforms.state.gov/Forms/ds174.pdf](https://eforms.state.gov/Forms/ds174.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. 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;

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: Mr. Albert Carrera, Contracting Officer, at one of the following addresses

**E-MAIL:** jktreecruitment@usaid.gov
(Subject: B12006 USAID Human Resources Specialist, FSN-10)

USAID Human Resources Office
c/o American Embassy Annex,
Gedung Sarana Jaya, Jl.Budi Kemuliaan I/1, Jakarta 10110

**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.

V. MARKING INSTRUCTIONS

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

**Solicitation Number 002-2018**
B12006 USAID Human Resources Specialist, FSN-10

VI. CLOSING DATE

Applications must be in the EXO Office, USAID/Indonesia, no later than **January 18, 2017 at 4:00 p.m. Jakarta Time.**
ADDITIONAL INFORMATION

Contract Information Bulletins (CIBs) or Acquisition and Assistance Policy Directives (AAPDs) Pertaining to PSCs

AAPDs and CIBS contain changes to USAID Policy and General Provisions in USAID regulation and contract. Please refer to USAID website to locate relevant AAPDs and CIBs.

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts can be found at: http://www.usaid.gov/work-usaid/aapds-cibs

Additionally, AIDAR Appendix J also applies to FSN PSCs can be found at: http://www.usaid.gov/policy/ads/300/aidar.pdf

****END OF SOLICITATION*****