MISSION NOTICE

SOLICITATION NO: 021 - 2018
ISSUANCE DATE: March 1, 2018
CLOSING DATE: March 14, 2018
4:00 p.m. Jakarta time

SUBJECT: Employment Opportunities (USAID) Indonesian Citizens, USAID Computer Programmer, FSN-9 (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 USAID Computer Programmer, FSN-9 (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 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 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
Solicitation for (USAID) Indonesian Citizens, USAID Computer Programmer, FSN-9 (Full Performance Level)

SOLICITATION NO.: 021-2018

ISSUANCE DATE: March 1, 2018

CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: March 14, 2018 at 4:00 p.m. Jakarta time

POSITION TITLE: USAID Computer Programmer

MARKET VALUE: IDR 198,521,553 – 317,634,492 per annum equivalent to FSN Grade 9. 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-9 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

AREA OF CONSIDERATION: All Interested Candidates (Indonesian Citizen)

SUPERVISORY CONTROL: None

POSITION TITLE OF DIRECT SUPERVISOR: Information Systems Manager

MEDICAL CLEARANCE: The apparently successful applicant must be able to obtain required medical clearance as a pre-condition for employment and/or residence in Indonesia.
SECURITY CLEARANCE: For a FSN, an Employment Authorization is required as a pre-condition for employment.

I. POSITION DESCRIPTION

A. BASIC FUNCTION OF POSITION

The position is located in the Executive Office, Data Management Center Division and is responsible for providing advisory project management and training support for USAID/Indonesia staff and, as needed, to its projects. As a Foreign Service National (FSN) staff, the Computer Programmer Analyst will carry out IT technical and administrative duties directly related to USAID/Indonesia’s IT operations and projects, direct the Mission’s efforts to realize efficiencies gained via the appropriate and innovative use of IT technology (hardware & software), both for internal operations and in project design and implementation. The Specialist will also serve as an IT trainer to internal USAID staff and, as needed, to project personnel on use of software and hardware, and management of data and database programs. Particularly, the specialist is responsible for: (1) Directly undertaking activities and advising internal management and staff, program managers, and technical offices on operational and project improvements via better use of IT services and tools, including undertaking some programming work as needed; (2) Providing IT technical advice to COR/AOR’s regarding the IT administration and management of USAID projects that contain information technology-related components, including mobile app and GIS/MIS projects; (3) Primary contact for local capacity building efforts for USAID staff and, as needed, the host country and local organizations to enhance their use of modern IT standards and systems for increased efficiency and transparency within the mission and under projects; and, (4) Monitoring the use, disposition, and security of IT equipment and software in ongoing projects managed by USAID Implementing partners.

B. DUTIES & RESPONSIBILITIES

Project Management Support 40%

1. Consults with technical offices to determine how to improve the efficiency, accuracy, and effectiveness of the Mission’s use of information technology both internally and in project work;
2. Supports the COR/AORs in monitoring ongoing projects of USAID implementing partners: The incumbent helps conducts inventory audits of IT equipment of USAID implementing partners together with COR/AORs; ensures compliance with the specifications of purchased hardware items; conducts an audit of licensed software use; reviews and provides advice for disposition plans of IT equipment and software.
3. Provides technical and other advisory services to local organizations that use IT related projects and components financed by USAID.
4. Participates in the technical evaluations teams, providing advice to the teams regarding the review, analysis and recommendation of awards of IT related projects/components.
5. Supports the COR/AOR in the review and finalization of procurement packages for M/CIO review and approval of major IT procurements;
6. Provides technical support to COR/AORs that manage USAID IT related projects/issues.
7. Drives and supports the establishment and governance of collaborative spaces for projects and other mission activities.
8. Facilitates all aspects of the knowledge and data management processes, from knowledge acquisition and sharing to the application of acquired knowledge to achieve mission goals.

Training or Local Capacity Building Support 40%
1. Assess, develops and facilitates training to the mission staff in the full use of knowledge management tools, such as Google sites and docs, Wiki sites, blogs, and other Agency technologies, and devices, in coordination with the Office of the Chief Information Officer. Also advise and provide training on data management.
2. As part of local capacity building, participates in the assessment of local organizations through USAID assessment teams for the evaluation of IT capacity; provides organizational needs assessments for IT systems and software; develops standards and recommendations for improvement.

Other IT Support 20%
1. Assists in supporting all ongoing computer operations including a LAN, WAN, and PC environment utilizing complex databases, integrated software, and telecommunications. Specific support include assisting in scheduled and non-scheduled system backups, initiating telecommunications programs as required, ensuring the effective operation of all central Mission and alternate Mission site system hardware/software, as well as peripheral devices throughout USAID/Indonesia, and adherence by users to the overall Mission Computer Utilization Policy as delineated in Mission Orders, USAID Policies and Procedures, and other documentation.
2. As requested, undertakes other IT or IT-administrative support or assistance, including programming work and serving as alternate to the other IT staff and GLAAS Requester for IT equipment.

C. PERIOD OF PERFORMANCE/TIMING
5 year contract period, renewable (Indefinite – type position)

D. POSITION ELEMENTS
a. Supervision Received: The incumbent reports directly to the Information Systems Manager.
b. **Available Guideline:** ADS, IRM guidelines, Mission Orders.

c. **Exercise of Judgment:** Incumbent must be able to exercise a high level of professional judgment in determining and implementing the best approach to problem-solving and in selecting best methods of training.

d. **Authority to Make Commitments:** No direct financial authority; however, far-reaching budget, contractual, and manpower decisions are based largely upon incumbent’s recommendation. Analysts will recommend purchases of software and hardware for the approval of the supervising USDH.

e. **Nature, Level and Purpose of Contacts:** Incumbent will work as an internal consultant to various levels of personnel in the Mission. Incumbent shall also make contacts with hardware and software vendors as necessary in determining hardware and software maintenance and repair requirements.

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 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 a 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)
   Bachelor’s degree in computer science, information management or related discipline is required.

   Additional Education in these fields is desirable.

b. Prior Work Experience (20 points)
   Minimum of 3 years of experience in information technology is required.

   Additional Experience in these fields is desirable.

c. Language Proficiency (10 points)
   Level IV (Fluent) in Bahasa Indonesia and level III (Good working knowledge) of both written and spoken English are required.

   Higher levels of Language Proficiency desired

d. Job Knowledge (30 points)
   Knowledge of systems life cycles, including conversion planning and performance; the interdependence of software, hardware, operating systems and user requirements in a multi-vendor, multi-user environment; SQL, Windows and communications protocols; diagnostic/troubleshooting tools and techniques; current systems analysis, development, programming, testing and implementation tools and techniques; and project management tools and techniques.

   Additional Job Knowledge in these areas is desirable.

e. Skills and Abilities (30 points)
   Good technical skills to troubleshoot, diagnose, and resolve hardware and software problems to maximize the capabilities of the USAID/Indonesia computer resources. Ability to teach software programs to AID staff; ability to balance workload demands between central system and individual user requirements; ability to write and debug complex computer programs using at least two computer-programming languages and design and maintain LAN, and PC configurations.

   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: 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
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 021-2018
B42002 USAID Computer Programmer, FSN-9

VI. CLOSING DATE

Applications must be in the EXO Office, USAID/Indonesia, no later than March 14, 2018 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](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](http://www.usaid.gov/policy/ads/300/aidar.pdf)

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