SOLICITATION NUMBER: 02-20
ISSUANCE DATE: February 3, 2020
CLOSING DATE/TIME: March 1, 2020 / 05.30 p.m. Sri Lanka time

SUBJECT: USAID/SRI LANKA EMPLOYMENT OPPORTUNITY – USAID Human Resources Management Specialist, FSN 10

To: All Interested Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified Sri Lankan Citizens to provide services as USAID Human Resources Management Specialist, FSN-10, under a Personal Services Contract, as described in the attached solicitation. The place of performance for this position will be Colombo, Sri Lanka.

Submission shall be in accordance with Attachment 1 of this solicitation, at the place and time specified. Interested applicants must submit all the materials required by the solicitation and should retain for their records copies of all enclosures which accompany their applications. Only short-listed applicants will be contacted.

Submission will only be accepted sent via hrcolombo@usaid.gov by the closing date, March 01, 2020. Incomplete, unsigned or late applications will not be considered. Phone calls or e-mail to any address other than the one specified in this solicitation will not be accepted.

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: hrcolombo@usaid.gov

Sincerely,

Christopher Daly
Supervisory Contracting Officer
USAID/Sri Lanka

ATTACHMENT 1
I. GENERAL INFORMATION

1. SOLICITATION NO.: 02-20

2. ISSUANCE DATE: February 3, 2020

3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: March 01, 2020 (5:30 p.m. Sri Lanka Time)

4. POSITION TITLE: USAID Human Resources Management Specialist

5. MARKET VALUE: Equivalent to CCNPSC Grade 10 (Step 1 Rs. 2,415,525/- to Step 14 Rs. 4,106,396/- per annum plus allowances). Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: Initial one (1) year probationary period with renewable contract(s) contingent on overall performance, continued need of the position and availability of funds.


8. MEDICAL AND SECURITY CLEARANCE: The selected candidate must be able to obtain the required U.S. Government security and medical clearances in advance of hiring. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made will be rescinded. Details on how to obtain the clearances 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 clearances are obtained. This availability must be indicated in your cover letter.

9. STATEMENT OF DUTIES: Under the general supervision of the Supervisory Executive Officer, serving as a senior member of the Executive Office, the position performs with respect to issues and procedures related to various human resource functions/programs and services. Major human resource functional areas, programs, and services covered by position’s responsibility are related to recruitment; selection; salary/pay processes; performance evaluation; employee benefits; training; awards program; retirement; position classification; personnel contract execution; and disciplinary actions. In this capacity position interacts with sections designated with the responsibility to respond to the position(s) queries, or requests for assistance, information, or action as appropriate. The Specialist will be responsible for staff in two countries, Sri Lanka and the Maldives, and therefore must demonstrate knowledge of both countries’ labor laws and Local Compensation Plans (LCP). S/he must also be proficient in HR policy and procedures for all categories of employees, i.e. US Direct Hires (USDH), both locally hired and off shore US Personal Services Contractors (USPSC), Cooperating Country National PSCs (CCNPSC), Family Member Appointments (FMA), and Third Country National PSCs (TCNPSC).

10. Major Duties and Responsibilities:

   General Personnel Administration – 60%

   The Specialist leads the Mission for all aspects personnel policy and procedures, training, and awards, which includes:
General Personnel Administration

- Serves as the Subject Mater Expert (SME) for salary/benefits entitlements and personnel policies for all categories of employees. The Specialist will need to draw on several sources of information including HR policies from USAID, State, and Office of Personnel Management. Serves as SME on local labor law.
- Develops and maintains an up-to-date and accurate multipurpose staffing pattern. Generates staffing reports on an as needed basis. Responds directly to USAID/Washington on HR related taskers, including monthly workforce data calls. Anticipates regular reporting requirements to ensure timely submission of the Mission response.
- Proactively informs employees of changes in personnel policies and procedures. Takes the lead in troubleshooting questions and issues related to personnel policies, pay, entitlements, severance, local labor law, etc. for all categories of employees. Develops and leads information sessions on HR related subjects for Mission staff.
- Ensures the Overseas Personnel System (OPS) is updated regularly and is an accurate reflection of USAID’s staffing. Ensures the correctness of USAD’s HR data across systems.
- Administers the Mission Awards programs for USAID managed awards, and coordinates USAID inputs to the Embassy awards program. Advises supervisors and employees on awards policy. Reviews and ensures the narratives are commensurate with level of proposed category of award and award amount.
- Leads the development of the annual Mission training plan. Advises supervisors on the creation of individual development plans and office training plans. Collates office training plans into a Mission-wide training plan, coordinates with Financial Manage to determine training budget.
- Drafts internal Mission policies and procedures including but not limited to recruitment, awards, training, and, performance management. Makes recommendations for updates to current internal policies and procedures to incorporate new guidance and/or to improve the efficiency of processes.
- Drafts employment confirmation and visa referral letters, as needed.
- Advises on USAID’s Telework policy. Ensures telework agreements are in place and properly documented.

PSC Personnel Administration

- Manages PSC evaluation process by ensuring supervisors complete required performance reviews on a timely basis. Reviews completed evaluations for completeness and internal consistency. Maintains an up-to-date tracker for within grade increases. Based on satisfactory performance evaluation, prepares contract modification for funding and signature. Submits documentation to payroll office in Bangkok.
- Advises supervisors and EXO on disciplinary policy and contract termination procedures, as need. Makes recommendations on appropriate application of HR policy and courses of action.
- Advises on and initiates personnel action requests. Maintains a personnel file that is separate from the contract file for all categories of PSC.
- Leads check-out procedures for departing employees. Advises on severance and retirement benefits.

USDG Personnel Administration

- Leads the check-in and checkout process for USDH employees. Coordinates arrival information with State Management. Ensures necessary in-processing paperwork for allowances/entitlements is complete and sent to the appropriate
• Ensures USDH Position Descriptions are up to date. Coordinates the creation, abolishment, and updating of NSDD-38 information, as needed.
• Serves as the Subject Mater Expert (SME) for USDH performance management system. Reminds employees of upcoming deadlines for Quarterly Conversations and annual evaluation deadlines. Advises on applicable Agency guidelines for completing evaluations.

Personal Services Contractor (PSC) Recruitment - 40%

The Specialist provides a full range of recruitment functions for PSCs which includes:
• Advises the requesting office on HR recruitment policy and processes for hiring Cooperating Country Nationals (CCN), off-shore and resident hire Unite States (US), and Third Country National (TCN) PSCs. The Specialist must stay current on changes to USAID recruitment policies for all categories of PSC employees.
• Serves as the Mission Point of Contact for CCN Position Description (PD) classifications. This includes advising the requesting office on proper procedures; recommending a grade and an official title for positions evaluated; reviewing submitted documents for completeness and factual accuracy; coordinating with classification unit to answer questions; advising on classification results. The Specialist classifies USPSC and TCNPSC PDs for the Mission in accordance with USG policy and guidelines.
• Drafts solicitations and ensure wide dissemination of the vacancy announcement. Communicates directly with candidates to answer questions regarding solicitation process.
• Prescreens applications against minimum qualifications and prepares a matrix of qualified applicants for the selection panel. Advises Executive Officer and requesting office on formation of the selection panel.
• Provides expert advice to selection committee on proper recruitment/contracting process by participating as ex-officio member on selection committees. Arranges testing of candidates and interview schedule. Provides template for hiring memorandum to the selection committee. Send out regret letters.
• Facilitates the contract negotiation process, determines salary recommendations within the classified grade based on applicable agency guidelines, and prepares contracts for signature by EXO.
• Ensures the recruitment process is properly documented in a well-organized contract file. Responsible for maintaining contract documents in the Agency’s electronic filing application.
• Establishes the new employee orientation process and leads the on-boarding process by coordinating with the new employee, requesting office, State Management sections, and EXO sections.
• Maintains a recruitment log to track recruitment status and provides regular updates to the EXO, requesting offices, and Mission Director’s office.

Position Elements:

a. Supervision Received: The incumbent will directly report to the Supervisory Executive Officer, or designee. The incumbent will exercise independent judgment in planning and carryout tasks, resolving problems and conflicts, and taking steps necessary to meet deadlines. The incumbent keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from a standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.
b. **Supervision Exercised:** This is a non-supervisory designated position.

a. **Available Guidelines:** ADS, AIDAR, FAM/FAH, DSSR, FAR, and OPM policies.

b. **Exercise of Judgment:** Judgment is exercised in prioritizing workload, providing guidance and advice to customers, and deciding to request guidance/assistance from Supervisory Executive Officer.

c. **Authority to Make Commitments:** None

d. **Nature, Level, and Purpose of Contacts:** Contacts within mission occur at all levels for all categories of employment. Contacts outside Mission will largely be with job applicants, though the incumbent may have to interact with contractor, international organizations, and government officials on a limited basis.

e. **Time Expected to Reach Full Performance Level:** One (1) Year.

11. **AREA OF CONSIDERATION:** Open to qualified Sri Lankan Citizens and Current Locally Employed Staff (LES) of the U.S. Mission. LES currently on probation are ineligible to apply. USAID provides equal opportunity and equitable treatment for employment of all people without regard to race, color, age, religion, sex, sexual orientation, national origin, political affiliation, disability status, veteran status, marital status or any other characteristic for equality of opportunity in all aspects of employment.

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

12. **PHYSICAL DEMANDS:** The position requirements do not involve rigorous physical demands.

II. **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

Any application that does not meet the requirements stated below will not be evaluated. Only short listed applicants will be contacted. If you have not been contacted within one month from the closing date of this advertisement, please consider your application unsuccessful.

**REQUIRED QUALIFICATIONS:**

a. **Education:** The incumbent is required to have a Bachelor’s degree from an accredited University in a field applicable to Human Resources Management, including Business or Public Administration, Law, Psychology, or a related field.

b. **Prior Work Experience:** The incumbent must have five years of progressively responsible experience in human resources or administrative management. S/he must have experience in at least two of the following HR areas: recruitment, position classification, pay & benefits administration, record keeping/filing, managing training, or awards. The incumbent must be knowledgeable in local labor laws and prevailing employment practices.

c. **Post Entry Training:** Post entry training will largely be conducted on-the-job by the EXO and Deputy EXO. The incumbent is required to complete MCLASS, Personal Services Contracting, and GLAAS Requestor training within the first two years on the job. The
incumbent is eligible for other formal training as appropriate and based on the availability of funds.

d. **Language Proficiency:** Level IV (fluent) English language proficiency (speak/read/write) is required. Level IV (fluent) Sinhalese and/or Tamil proficiency is required.

e. **Job Knowledge:** The incumbent must have excellent knowledge of USAID personnel policies, most notably in the ADS 400 series, ADS 309, and AIDAR Appendix D and J. Other applicable personnel policies include but are not limited to FAM/FAH, DSSR, LCP, and LES Handbook. S/he must also possess a general understanding of USG and USAID contracting policies as they relate to personal services contracts. The incumbent must have a thorough understanding of Sri Lankan and Maldivian labor law and prevailing employment practices. S/he must also demonstrate a familiarity with the Dept. of State HR policies and procedures.

f. **Skills and Abilities:** The incumbent must be detail oriented and well organized. Sound judgment is required for advising all matters related to personnel administration and to ensure the integrity and confidentiality of HR processes. S/he must be able to compose emails that are well organized, provide clear guidance/recommendations, cite regulations, and use appropriate tone for the situation. S/he must be able to operate MS Office software suite, especially Word and Excel, and Dept. of State specialized personnel software. The incumbent must demonstrate excellent communication skill and an ability to interact with American and local staff at all levels of the Mission.

g. **EVALUATION AND SELECTION FACTORS**

To be considered for this position, applicants must meet the required qualifications stated above. For those who are determined to meet the required qualification, further consideration and selection will be based on panel assessment of the Selection Criteria listed below.

a) Prior Work Experience
b) Language Proficiency
c) Job Knowledge
d) Skills and Abilities

Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application and reference checks. References will be asked to assess the applicant’s technical knowledge, work performance, communication skills, and group dynamics, using the above criteria. USAID reserves the right to conduct interview with the top ranked short-listed applicants. The interview will be one of the determining factors in the final selection.

IV. **HOW TO APPLY**

**Step 1:** Visit the following Website:
http://www.usaid.gov/sri-lanka/careers

**Step 2:** Download and Complete the “Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member Form DS-174”. The applicant must answer all the questions in the Form.

**Step 3:** Submit the following:
(1) Form DS-174
(2) Cover Letter explaining your qualifications for the position
(3) Updated curriculum vitae/resume (no more than five pages)
(4) Minimum of 5 references with current telephone numbers and e-mail addresses
(5) Copies of all relevant certificates

Scan and attach all the documents as one attachment and submit via e-mail to:
hrcolombo@usaid.gov

To ensure consideration of applications for the intended position, applicants must prominently reference the Solicitation Number and the Position Title in the subject line of the e-mail.

“END OF SOLICITATION”
USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:


[The CO must check http://www.usaid.gov/work-usaid/aapds-cibs to determine which AAPDs/CIBs apply and insert the relevant text as required.]

**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