

Management Notice



American Embassy, New Delhi

NO.: 17-170

DATE: July 24, 2017

FROM: Michael B. Phillips – Minister Counselor for Management Affairs

TO: All New Delhi Americans

SUBJECT: Vacancy Announcement – Re-advertisement

OPEN TO: All Agency U.S. Eligible Family Members (USEFMs), Members of Household (MOH) and U.S. Citizens

POSITION: Regional Certifying Officer, USAID/India
(Resident-Hire U.S. Personal Services Contract), GS - 11

OPENING DATE: July 24, 2017

CLOSING DATE: August 14, 2017 Indian Standard Time (IST)

WORK HOURS: Full-time; 40 hours/week (Monday to Friday, 8:30 a.m. to 5:00 p.m.)

SALARY: GS-11 equivalent (Market value \$ 52,329 to \$ 68,025)
Salary to be paid within this grade depending on the experience, qualifications, and salary history.

PERIOD OF PERFORMANCE: One year with the possibility of extension, subject to Mission's needs and funds availability.

PLACE OF PERFORMANCE: New Delhi with possible travel as stated in the Statement of Duties.

ALL APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS AT THE TIME OF APPLICATION SUBMISSION TO BE ELIGIBLE FOR CONSIDERATION.

ALL APPLICANTS WHO APPLIED EARLIER FOR THIS POSITION AGAINST THE MANAGEMENT NOTICE 17-126 DATED MAY 19, 2017 NEED NOT RE-APPLY AGAIN AS THEIR APPLICATION WILL BE CONSIDERED UNDER THIS VACANCY ANNOUNCEMENT.

The U.S. Embassy in New Delhi is seeking an individual for the position of Regional Certifying Officer (Resident-Hire U.S. Personal Services Contract) for USAID/India.

STATEMENT OF DUTIES

Basic Function of Position

As part of the USAID/India Regional Financial Management Office (RFMO), the incumbent will be responsible for certifying payments for the USAID Missions in India, Sri Lanka and the Maldives. S/he will be sharing the responsibility and supervisory oversight and direction of the RFMO Payment Division as well as monitoring the Missions' advance and collection processes and ensuring adequate internal control procedures are in place. The incumbent will also work closely with the Chief Accountant/Deputy Controller and the Regional Accounts Payable Supervisor to prepare and submit periodic financial management reports. S/he will provide technical training to RFMO and client mission staff on procedures and regulations related to financial management and voucher processing. S/he will report to the Regional Controller.

Major Duties to be performed

The contractor will serve as the principal Authorized Certifying Officer (ACO) for RFMO at USAID/India. Currently RFMO provides a full range of financial management support including payment processing to USAID Missions in India, Sri Lanka and the Maldives. The ACO will perform the following duties:

1. Review and certification for payment of the full range of program and operating expenses funded vouchers in accordance with USG and USAID policies and procedures. Concurrently, the incumbent will approve and certify payments using USAID's financial management system (Phoenix).
2. Share the full responsibility and supervisory oversight and direction of the RFMO Payment Division operations as well as monitoring of the payment related accounting and tracking systems including advances and collections.
3. Provide technical training to the RFMO and client mission staff on procedures and regulations related to USAID payments administration.
4. Perform special studies and analysis on various management activities and serves on teams working on administrative tasks. These assignments will generally focus on evaluating existing internal policies and procedures. This includes formulating recommendations to improve and document financial policies and procedures, and reviewing internal controls. Assignments are also expected to include providing support on Washington reporting, and analysis and reconciliation of accounting data. Serve as Acting Regional Controller during his/her absence and represent the office on inter-agency meetings. S/he may serve as control officer or otherwise assist with cabinet level and above visits.

5. Assist the Regional Controller and Chief Accountant in evaluating existing practices and procedures in order to ensure that proper internal controls are in place and being adhered to; and that the operations related to budgeting, accounting, cash management, and reporting are being carried out efficiently. Prepare customized financial management reports and coordinate the completion of Washington Data Call requests.

A copy of the complete position description listing all duties and responsibilities is available on USAID/India website <http://www.usaid.gov/india/careers>. It can also be obtained from the USAID India Human Resources Division (Contact: Vandana Sharma, Human Resources Specialist at Ext. 8117 or e-mail: vsharma@usaid.gov)

MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Bachelor's Degree with coursework in at least one of the following: Accounting, Finance, Business Administration, Management, Economics, Law or related area.
2. Prior Work Experience: A minimum of two years of professional experience is required.
3. Language Proficiency: Level IV English ability (fluency) is required.
4. Knowledge: Detailed knowledge and understanding of professional accounting principles, theories, practices and terminology is required.
5. Skills and Abilities: Must possess skills to organize and operate financial management functions in an effective manner and to be able to withstand the scrutiny of an audit; ability to respond to or draft correspondence in English; ability to deal effectively with colleagues, supervisors, suppliers and contractors utilizing tact and diplomacy; and a high degree of integrity and honesty.

Note: This position is under a resident-hire U.S. Personal Services Contract with limited fringe benefits.

PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

SELECTION PROCESS

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's job application, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications. The selected candidates for this position must obtain a "Facility Access" level clearance within a reasonable period of time (USAID will provide details

regarding this clearance to the selected candidate) from USAID/Washington's Office of Security. A substantial delay in obtaining the required clearance will make the applicant ineligible for selection.

USAID/India expects to award a personal services contract for a one-year period commencing as early as practically possible subject to security and medical clearances and funds availability.

To be considered for this position, applicants must meet the minimum qualifications noted above. For those who do, further consideration and selection will be based on panel assessment of the selection criteria listed below.

EVALUATION AND SELECTION FACTORS

Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

- a. Demonstrated written and verbal communication skills, as well as computer skills. (25 points)
- b. Demonstrated analytical, organizational, and creative thinking skills. (25 points)
- c. Depth and relevance of prior experience with commercial or U.S. Government disbursement systems related to procurements and application of policies, regulations and procedures. (25 points)
- d. Interpersonal skills and ability to manage work flows, work as a team member with diverse colleagues, and provide leadership in areas of competency.

(25 points)

Total = 100 points

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. The candidate must be able to obtain and hold a "Facility Access" level security clearance.
3. The first 90 calendar days of the employment will be treated as probationary period. While on probationary period, the employee will not be eligible to apply for another position.

HOW TO APPLY

1. Eligible offerors are required to complete and submit the USPSC Application Form (including AID 302-3, Offeror Information for Personal Services Contracts), which can be accessed through the link below: <https://www.usaid.gov/sites/default/files/documents/1861/USPSC%20Application%20Form%20-%20Cover%20Form%20and%20Form%20AID%20302-3.docx>
2. Offers must be received by the closing date and time specified on Page 1 of this Management Notice.

3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

SUBMIT APPLICATION TO:

Submit print copies of applications to:

Human Resources
United States Agency for International Development
U.S. Embassy
Shantipath, Chanakyapuri
New Delhi – 110 021

Or

Electronic Submission to: indiaper@usaid.gov

POINT OF CONTACT:

Ms. Vandana Sharma, Human Resources Specialist
Telephone: 91-11-2419-8117

BENEFITS

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

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance (if not already covered)
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

TAXES

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

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>.

The U.S. Mission in New Delhi 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. The Department of State 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.

Drafted: USAID: Umesh Serial
Cleared: MGT: Margaret Sula

Approved: MGT: Michael B. Phillips



USAID | INDIA

FROM THE AMERICAN PEOPLE

POSITION DESCRIPTION FOR: Regional Certifying Officer (Resident-Hire U.S. Personal Services Contract), GS-11

PLACE OF PERFORMANCE: USAID/India, U.S. Embassy, New Delhi, India

POSITION TITLE OF DIRECT SUPERVISOR: Regional Controller/Director, RFMO/India.

SECURITY CLEARANCE REQUIREMENT: Facility Access

PERIOD OF PERFORMANCE: One year with the possibility of extension, subject to mission's needs and fund availability.

INTRODUCTION

The United States has had a development partnership with India for over 60 years. This partnership has yielded many landmark successes, such as the Green Revolution and developing effective national programs in HIV/AIDS and tuberculosis. India's emergence as a regional and global power and rapidly growing trade and investment partner creates a strategic opportunity to evolve the traditional donor-recipient model of development into true partnership, in which the United States and India join forces to tackle development challenges in India and globally.

India's leadership in innovating products, processes and service delivery models to benefit vulnerable populations has helped lift millions out of poverty and holds great potential for broader replication to address today's global development challenges. USAID is transforming its programs to support India as a development innovation laboratory for U.S. and Indian partners to develop, test, and scale new tools and technologies to advance development solutions across Asia and globally.

USAID/India is increasingly seen as a new model for USAID missions around the world with a focus on innovative solutions to development. USAID/India is a full-service, regional mission with 130 staff, 21 U.S. Direct Hire (USDH) employees, 98 Foreign Service Nationals (FSNs), and 3 U.S. Personal Service Contractors (USPSCs). The Mission is also field headquarters for a growing regional program. The Mission formulates and implements a bilateral cooperation program totaling \$278 million annually with an operating expense and program support budget of \$15 million. The Mission's new cooperation strategy focuses on partnerships and innovation within the three primary sectors of energy and the environment, health (health system strengthening for HIV/AIDS, family planning, maternal and child health, polio eradication, and tuberculosis) and food security and agriculture, buttressed by programs in education, governance and women's equality. The Mission provides a full range of financial management support services for USAID programs in Sri Lanka and the Maldives and legal support for programs in Nepal, Sri Lanka and the Maldives. This position is located in New Delhi.

BASIC FUNCTION OF POSITION

As part of the USAID/India Regional Financial Management Office (RFMO), the incumbent will be responsible for certifying payments for the USAID missions in India, Sri Lanka and the Maldives. S/he will be sharing the responsibility and supervisory oversight and direction of the

RFMO Payment Division as well as monitoring the Missions' advance and collection processes and insuring adequate internal control procedures are in place. The incumbent will also work closely with the Chief Accountant/Deputy Controller and the Supervisory Voucher Examiner to prepare and submit periodic financial management reports. H/she will provide technical training to the RFMO and client mission staff on procedures and regulations related to financial management and voucher processing.

MAJOR FUNCTIONS OF THE POSITION:

The contractor will serve as the principal Authorized Certifying Officer (ACO) for the Regional Financial Management Office at USAID India. Currently RFMO provides a full range of financial management support including payment processing to USAID Missions in India, Sri Lanka and the Maldives. The ACO will perform the following functions:

1. Review and certification for payment of the full range of program and operating expenses funded vouchers in accordance with USG and USAID policies and procedures. Concurrently, the incumbent will approve and certify payments using USAID's financial management system (Phoenix). (50%)
2. Share the full responsibility and supervisory oversight and direction of the RFMO Payment Division operations as well as monitoring of the payment related accounting and tracking systems including advances and collections. (20%)
3. Provide technical training to the RFMO and client mission staff on procedures and regulations related to USAID payments administration. (10%)
4. Perform special studies and analysis on various management activities and serves on teams working on administrative tasks. These assignments will generally focus on evaluating existing internal policies and procedures. This includes formulating recommendations to improve and document financial policies and procedures, and reviewing internal controls. Assignments are also expected to include providing support on Washington reporting, and analysis and reconciliation of accounting data. Serve as Acting Regional Controller during their absence and represent the office on inter-agency meetings. S/he may serve as control officer or otherwise assist with cabinet level and above visits.(10%)
5. Assist the Regional Controller and Chief Accountant in evaluating existing practices and procedures in order to ensure that proper internal controls are in place and being adhered to; and that the operations related to budgeting, accounting, cash management, and reporting are being carried out efficiently. . Prepare customized financial management reports and coordinate the completion of Washington Data Call requests(10%)

REQUIRED QUALIFICATIONS

- a) Citizenship: Must be a U.S. Citizen
- b) Security Clearance: Eligibility for "Facility Access" Clearance required.

- c) Education: Bachelor's Degree with coursework in at least one of the following: Accounting, Finance, Business Administration, Management, Economics, Law or related area.
- d) Prior Work Experience: A minimum of two years of professional experience is required.
- e) Language Proficiency: Level IV English ability (fluent) is required.
- f) Knowledge: Detailed knowledge and understanding of professional accounting principles, theories, practices and terminology.
- g) Skills and Abilities: Must possess skills to organize and operate financial management functions in an effective manner and to be able to withstand the scrutiny of an audit. Ability to respond to or draft correspondence in English is essential. Must be able to deal effectively with colleagues, supervisors, suppliers and contractors utilizing tact and diplomacy. A high degree of integrity and honesty is essential and required.
- h) Computer Skills: Proficiency in use of Excel spreadsheets and/or database reporting and word is required.

POSITION ELEMENTS

- a) Supervision Received: Directly supervised by the Regional Controller/Director, RFMO/India.
- b) Available Guidelines: USAID Automated Directive System (ADS), FAM, DSSR and other written directives.
- c) Exercise of Judgment: The incumbent directly supports the effective use and stewardship of vast amounts of USG resources, and consequently must exercise sound judgment in performing duties that have financial implications and where no clear precedents exist.
- d) Authority to Make Commitments: N/A.
- e) Nature, Level and Purpose of Contacts: Liaises with USAID staff and awardees to support the payment process.
- f) Supervision Exercised: As the certifying officer, S/he has the final authority to approve all payment vouchers, supervise the payment section team, including approval of leave requests, changes in vouchering processes, and attending weekly RFMO supervisors meetings.
- g) Time Required to Perform Full Range of Duties: This will be a one year assignment renewable on a yearly basis subject to the Mission's needs and Funds Availability