



USAID
FROM THE AMERICAN PEOPLE

ISSUANCE DATE: DECEMBER 6, 2019

CLOSING DATE: JANUARY 7, 2020 LOCAL TIME (ALBANIA) 17:00 PM

**SUBJECT: SOLICITATION NUMBER 72018220R00001 0001
PERSONAL SERVICE CONTRACTOR FOR
DEVELOPMENT, OUTREACH AND COMMUNICATION (DOC)
SPECIALIST
TIRANA, ALBANIA**

**NOTE: THIS IS A SHORT-TERM RESIDENT HIRE POSITION OFFERED
UNDER USAID PERSONAL SERVICES CONTRACT (PSC)**

Ladies and Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications for Development, Outreach and Communication Specialist (DOC) to fill in an immediate, short term position (not to exceed 6 months). This position is open to individuals who meet all of the following criteria of a Resident Hire:

Resident hire means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country as:

- a spouse or dependent of a U.S. citizen employed by a U.S. government agency or under any U.S. government-financed contract or agreement,
- or for reasons other than for employment with a U.S. government agency,
- or under any U.S. government-financed contract or agreement.

A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

U.S. resident alien means a non-U.S. citizen lawfully admitted for permanent residence in the United States. Abroad means outside the United States and its territories and possessions.

Submittals shall be in accordance with the attached information at the place and time specified above. Interested Applicants must submit all the materials required by the solicitation, which includes but is not limited to:

1. A cover letter, inclusive of the candidate's experience in the relevant field, which should address how the candidate meets each of the requirements. The cover letter should not to exceed three (3) pages;
2. A current resume/curriculum vitae (CV) and three (3) to five (5) references, who are not family members or relatives, with telephone and email contact information. The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity

will not be considered as effectively addressing particular selection criteria. The Applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/Kosovo reserves the right to obtain relevant information from previous employers concerning the Applicant's past performance and may consider such information in its evaluation; and

3. A completed and hand-signed federal form AID 309-2. **Applicants are required to sign the cover letter, the resume/CV, and the certification at the end of the AID 309-2. Applications that are received without signatures will not be considered for the position** (forms can be downloaded from: www.usaid.gov/forms/).

To be considered for the position, a candidate must meet all of the eligibility requirements listed under Selection Factors in the solicitation. The complete application must be e-mailed to the submission address specified in the solicitation. Consideration and selection will be based on a panel evaluation of the applications in accordance with the Evaluation Criteria in the solicitation.

Applicants should retain for their records copies of all enclosures which accompany their applications. All applications and the required documents must be submitted via internet as an email attachment as follows:

Send complete applications to PristinaUSAIDHR@usaid.gov. Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email shall be formatted in one single PDF document in the following order: (1) cover letter, (2) resume/CV (with references), and (3) signed AID 309-2.

Any questions in response to this solicitation may be directed to:

Mimoza Këpuska
HR Specialist
PristinaUSAIDHR@usaid.gov

This solicitation does not represent a commitment on behalf of USAID and it is subject to availability of funds. The U.S. Government is not obligated to make an award or to pay for any costs associated with the preparation and submission of a proposal in response to this solicitation.

USAID/Albania anticipates awarding one (1) contract as a result of this solicitation, subject to availability of funds.

Sincerely,

Carlos Gutierrez
Executive Officer

SOLICITATION NUMBER: 72018220R00001 0001

ISSUANCE DATE: December 6, 2019

CLOSING DATE: January 7, 2020 by 17:00 pm Local Time (Albania)

POSITION TITLE: Development, Outreach and Communication Specialist

MARKET VALUE: GS-12 equivalent (\$64,490 - \$ 83,840 per annum)
The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience, and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**

PERIOD OF PERFORMANCE: Six months with an extension option up to one year

PLACE OF PERFORMANCE: Tirana, Albania

AREA OF CONSIDERATION: US Citizens

I. BACKGROUND:

The Development Outreach and Communications (DOC) Officer is located in the Program Office of USAID/Albania. The DOC reports directly to the Supervisory Program Officer but will have extensive interaction with the Mission Representative. S/he maintains regular contact and collaborates with the U.S. Embassy Public Affairs Officer (PAO) to ensure that U.S. Embassy personnel, including senior staff, are properly apprised of USAID public activities and projects. S/he also serves as principal liaison with the Bureau's Communication team in Washington, D.C. (USAID/W).

USAID/Albania manages the U.S. Government (USG) development program in Albania. The Mission portfolio is focused on key development challenges: justice reform, civic empowerment, and economic growth activities.

The DOC supports USAID/Albania in the achievement of its objectives by producing and disseminating public information about the Mission's activities for Albania and American consumption, including through external activities and events. The DOC is responsible for collecting, investigating, managing, and distributing information associated with the USAID foreign assistance program in Albania. The DOC serves as the Mission's primary point of contact and liaison for information.

The USAID/Albania DOC activities are of exceptionally broad scope and complexity. In this capacity, the incumbent is responsible for strategically planning, developing, implementing, and administering the DOC program to promote better awareness and understanding of U.S. foreign assistance to Albania. S/he is also responsible for relaying related policies and achievements to key audiences of the host country, in the United States, and throughout other donor countries.

DUTIES AND RESPONSIBILITIES:

USAID DOC Strategy

15% of time

Implements USAID's DOC/public relations strategy/plan towards the goals of promoting the Mission's program to external and internal audiences through the transition of USAID in Albania, facilitating information access and sharing within the Mission, strengthening the Mission's reporting functions. The incumbent takes into account the need to identify and focus on key activities that have a natural appeal to local interest as well as USG policies; the importance of ensuring that publicity material used will be noncontroversial; and that the material is visually appealing, well-defined, and contains a human interest element. Responsible for enforcing already established policies and procedures for Mission communications that clarify roles and responsibilities within the Mission and Embassy and with implementing partners, including templates for various communications tools, standards for creating and finalizing DOC materials, and guidelines for planning and managing events.

Media Relations

10% of time

Responsible for all USAID/Albania media activities including reporting on Albania media, preparing summaries of significant articles and broadcasts, and monitoring media trends that affect the USAID program. Coordinates with PAO to arrange interviews, briefings, and tours of USAID projects.

Keeps abreast of USAID events to ensure that appropriate press coverage is provided. Advises Mission's Front Office and staff if press coverage is not recommended for events.

Plans, researches, drafts, and/or edits press releases and fact sheets for the USAID Country Office in Albania. Coordinates with USAID technical offices and with the Embassy's PAO to produce and release timely, accurate, and useful written material for local media and other media.

Advises and works with PAO to expand opportunities for coverage of USAID assistance, including TV and radio. Helps USAID technical offices define appropriate candidate activities for coverage, participates in field inspections and final selection, and accompanies TV/radio crews to site locations for filming.

Public Events and Activities

30% of time

Responsible for all USAID/Albania media activities including reporting on Albania media, preparing summaries of significant articles and broadcasts, and monitoring media trends that affect the USAID program. Coordinates with PAO to arrange interviews, briefings, and tours of USAID projects.

Keeps abreast of USAID events to ensure that appropriate press coverage is provided. Advises Mission's Front Office and staff if press coverage is not recommended for events.

Plans, researches, drafts, and/or edits press releases and fact sheets for the USAID Country Office in Albania. Coordinates with USAID technical offices and with the Embassy's PAO to

produce and release timely, accurate, and useful written material for local media and other media.

Advises and works with PAO to expand opportunities for coverage of USAID assistance, including TV and radio. Helps USAID technical offices define appropriate candidate activities for coverage, participates in field inspections and final selection, and accompanies TV/radio crews to site locations for filming.

Publicity Material

25% of time

Oversees the production of key periodic materials created by the DOC unit, including the weekly reports, materials for updating the website, and others as deemed necessary.

Reviews proposed speeches, video tapes on project activities, brochures, booklets, handouts, signs, and other public relations materials to evaluate quality, propriety in terms of sensitivity to local culture, and accuracy of content. Ensures all materials meet USAID branding guidance. Recommends revisions, reprinting, or other appropriate action. Works closely with USAID contractors and implementing partners and advises them on the quality of publicity material.

Works with USAID technical staff to develop briefing materials for handouts and other special needs. Prepares VIP briefing and press packets for use during USAID site visits or media events. Selects information to be included.

Editorial Quality Control:

15% of time

Acts as editor of official reports, and correspondence produced by the Mission, including the annual report and yearly funding request. Responsible for ensuring documents meet quality standards.

Maintenance of USAID/Albania External Website and Social Media Platforms

5% of time

Responsible for updating USAID/Albania's external website to ensure that its content will have optimal impact in providing information about USAID/Albania and its programs for a wide range of audiences. Responsibilities include coordinating the selection of information displayed on the website, clearing content, and overseeing placement.

IV. QUALIFICATIONS AND SELECTION CRITERIA

EDUCATION (10 POINTS): A bachelor's degree in journalism, communications, international relations/development, public administration, or a related field is required. A master's degree in one of the above fields is desirable.

PRIOR WORK EXPERIENCE (30 POINTS):

A minimum of five years of progressively responsible experience in related fields is required, with at least three years' experience in public relations and/or journalism. Previous work experience with USG or another international development organization is highly desirable.

KNOWLEDGE, ABILITIES & SKILLS (20 POINTS): i) Demonstrated skills and extensive hands-on experience in public relations are required. ii) A broad understanding of issues related to international development and transition economies is required; experience in the region is highly desirable. iii) The ability to establish and maintain collegial relations with a variety of contacts and exercise sound judgment in representing the USG while discussing program activities with the press and media are essential elements of the job. iv) A demonstrated ability to work effectively and productively as a team member, as well as provide leadership in the areas of his/her competencies, is required. v) The qualified person must possess broad operational planning experience, analytical ability, excellent communication skills, and the capacity to convert planning concepts into firm plans to meet a variety of contingencies. vi) S/he must be comfortable working independently, managing several activities at once, and working under pressure to meet very short deadlines. vii) S/he must possess strong management abilities to plan and execute media campaigns and programs rapidly.

LANGUAGE PROFICIENCY AND COMMUNICATION (40 POINTS): Excellent written and oral English communication skills are required. Basic language skills in the Albanian language are an asset.

V. SUPERVISION AND MANAGEMENT RESPONSIBILITIES

Supervision received: The incumbent reports to the Program Office Director.

Supervision exercised: This is a non-supervisory position.

REQUIREMENTS

Security and Medical Clearance

The final selected candidate must be able to obtain Security clearance for work within a reasonable period of time (USAID will provide details regarding the clearance to the selected candidate after selection). If such clearance is not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded. Details of how to obtain such clearance will be provided after selection and acceptance of the job offer. The candidate must obtain required medical clearance.

INSTRUCTIONS TO APPLICANTS

Interested Applicants must submit all the materials required by the solicitation. These documents include a cover letter [not to exceed three (3) pages]; a current resume/CV containing the information contained in Section V which clearly demonstrates the Applicant's education, experience, knowledge, skills, abilities, and accomplishments as they relate to the selection criteria outlined and the Duties and Responsibilities of the position.

The hand-signed federal form AID 309-2 (forms can be downloaded from: www.usaid.gov/forms/).

A. Personal Information:

Full name, mailing address (with zip code), email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);

B. Education:

School names, city and state, majors, type and year of any degrees received;

C. Work Experience:

Provide 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 (includes series and grade if federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, basic salary. Indicate if we may contact your current supervisor; Applicants should note that the salary history for the purposes of form AID 309-2 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc.;

D. Other Qualifications:

Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title & year), job-related skills; for example, other languages, computer software/hardware, job related certificates and licenses (current only), job related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).

E. References:

Applicants must provide a minimum of three (3) and a maximum of five (5) recent professional references (within the last 5 years), who are not family members or relatives, with telephone and email contact information. The Applicant's references must be able to provide substantive information about his/her past performance, skills, abilities and interpersonal skills. USAID/Kosovo reserves the right to obtain relevant information from previous employers concerning the Applicant's past performance and may consider such information in its evaluation.

F. Date of availability:

It is expected that the selected candidate will begin work within 15 days of receipt of security clearance. Candidate must provide its date of availability to begin assignment in USAID Tirana, Albania.

NOTE:

This position requires the submission of complete forms and/or supplemental materials as described herein above. Failure to provide the required information and/or materials will result in your not being considered for employment. The Applicant must sign the cover letter, resume/CV, and the AID 309-2. Please note that **incomplete and/or unsigned applications will NOT be considered**. To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter.

VI. BENEFITS

Resident Hire PSCs are eligible for benefits listed below:

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Eligibility for Worker's Compensation
- Annual & Sick Leave

VII. TAXES

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

VIII. 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%Regulations>

SUBJECT TO FUNDS AVAILABILITY