



**Solicitation for Cooperating Country National (CCN)  
Personal Services Contract (PSC)  
Secretary**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 01/18
- 2. ISSUANCE DATE:** February 8, 2018
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** February 22, 2018 before and/or on 5:00 PM Eth. Time (Close of Business)
- 4. POSITION TITLE:** Secretary
- 5. MARKET VALUE:** FSN-7, \$10,721 - \$19,301 per annum  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/ Ethiopia. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** 5 Years
- 7. PLACE OF PERFORMANCE:** US Embassy, Entoto Road
- 8. SECURITY LEVEL REQUIRED:** RSO Certification
- 9. STATEMENT OF DUTIES:**

**1. General Statement of Purpose of the Contract**

The Secretary is located in USAID/Ethiopia, Office of Health, AIDS, Population and Nutrition (HAPN), and serves as the principal administrative support person for the HIV Team, operating independently of any other position to ensure that administrative functions are performed effectively, efficiently, and in a manner that promotes harmony and problem-solving, so that other Office staff members may be more effective. The Secretary is the primary contact person responsible for Office customer service to internal and external partners and other stakeholders, including Mission staff, contractors, Implementing Partners (IPs) and grantees, host-government officials, the Embassy, USAID/Washington, and other

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Washington, DC 20521-2030

customers. In this capacity, the Secretary is responsible for coordinating information about the Office, and making sure that information gets to customers on a timely basis and in a professional manner.

## **2. Statement of Duties to be Performed**

a. The Secretary receives and places phone calls, sends and receives e-mails and faxes, and sets up meetings and makes appointments at the request of the supervisor and other Office staff within the Mission, the Host Government, donor, IP, NGO, private-sector, and other contacts; arranges transportation as needed; and, takes minutes at meetings when requested. The Secretary schedules appointments based on a good knowledge of the supervisor's commitments, and maintains the Office calendar, reminding the supervisor and others of meetings and appointments. The Secretary takes messages in the absence of the supervisor and other staff, directing callers to other staff members, or answering questions personally; receives and assists visitors, answers questions, or directs them to a staff member who can assist them; schedules meetings for the supervisor, and ensures that attendees are briefed or provided proper background material for meetings; and, participates in maintaining conference room schedules, in coordination with the Secretary to the Mission Director, other Office Secretaries, and with other Mission administrative staff, arranging for conference room space as required by the size of the group. The Secretary meets with other Mission support staff on a regular and recurring basis. 60%

b. The Secretary maintains control of all correspondence for the Office, including program/project/activity files provided by CORs/AORs, establishing and maintaining computerized tracking systems to track Office actions, providing weekly reports to the supervisor, receiving and screening Office mail not addressed to a particular individual, drafting non-technical responses to routine correspondence and letters in English and the Host-Country language, distributing incoming official mail to Office personnel and attaching pertinent background material, and searching files and records to assemble background information for correspondence and other pending actions. The Secretary reviews outgoing mail for proper address, routing, attachments, etc., prior to dispatch, reviewing outgoing correspondence for accuracy and conformance with Mission formatting procedures and special instructions. The Secretary distributes internal policies and procedures and, as necessary, maintains a record of when staff received new policies and/or procedures. 20%

c. The Secretary uses PC-based word processing, spreadsheet, and charting software in the performance of a variety of assignments, types a variety of correspondence, creates electronic tables, develops charts, and prepares other documents in draft and final form, proof-reading for format and consistency with standard formatting requirements prior to submitting for signature. As required, the Secretary locates documents routed for clearance, and obtains and tracks clearances and signatures. 10%

d. The Secretary establishes and maintains files according to standards set by the Mission C&R Technician/Supervisor in EXO, and by USAID/Washington; and, marks correspondence and other documents for filing, and files accordingly. Reviews all correspondence prepared in the Office or elsewhere in advance of the supervisor's signature, corrects errors by drafters and edits correspondence, and assures that responding correspondence fully meets the

requirements posed by incoming correspondence to which it pertains. The Secretary maintains and updates Office Handbooks and other documents, such as visitors' lists, telephone listings, personnel rosters, vacation schedules, etc. 10%

***Supervisory relationship:*** The Secretary is supervised by the Office Chief, and/or his/her designee. Most work occurs as a result of normal Office operations, but special activities may be assigned at any time. The Secretary independently plans and carries out assignments, and is responsible for the accuracy of their personal work; work is normally reviewed in terms of results achieved and in meeting Office objectives.

***Supervisory Controls:*** The Secretary will not directly supervise any one.

**10. AREA OF CONSIDERATION:** U.S. Government Cooperating Country Nationals (CCNs) applicants. Cooperating country national means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

**11. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

**12. POINT OF CONTACT:** [addisusaidjobs@usaid.gov](mailto:addisusaidjobs@usaid.gov); *Fekadu Tamirate* at *Ftamirate@usaid.gov*.

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

**EDUCATION:** Completion of Secondary Schooling and two or more years of post-secondary schooling in Secretarial Science or Business Administration, equivalent to a US junior college or community college diploma, is required.

**EXPERIENCE:** A minimum of three years of progressively responsible work experience, of which two years should be in related work with USAID, the USG, NGOs, other donor organizations, or host-government organizations. Experience in an English-language work environment is required.

**LANGUAGE:** Level IV (fluent) oral and writing ability in English and Amharic language is required.

## **III. EVALUATION AND SELECTION FACTORS**

***APPLICATION & SELECTION PROCESS:*** All applicants must submit a completed form {Universal Application for Employment (DS-174)} along with the credential documents to USAID/Ethiopia, Human Resources Office via the email address [addisusaidjobs@usaid.gov](mailto:addisusaidjobs@usaid.gov). Each applicant must fully explain his/her job-related duties and qualifications on the application form in order to provide for an accurate evaluation of his/her education, training, and experience. All applicants will be considered without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disabilities, or membership in an employee organization. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for

any part of the application or hiring process please notify the Agency. Applicants who are not contacted within thirty days after the final filing date are to assume that their applications were not accepted.

For your application to be considered, the following documents must be submitted:-

- Letter of Application/Cover Letter;
- Completed and Signed Application for Employment Official Form–DS-174 found here <https://et.usembassy.gov/embassy/jobs/>;
- Current Resume/CV;
- Copies of credential documents (i.e., degree, training certificates, etc.);
- Application must be submitted ONLY via [addisusaidjobs@usaid.gov](mailto:addisusaidjobs@usaid.gov) and the email subject must say–*solicitation 01/18 Secretary*.
- Please submit the application only once; and
- Late and incomplete applications will not be considered; the application must be submitted before or on the date of filing at local Ethiopian time 5 p.m.

Applications must be received by the closing date and time specified in **Section I, item 3**, and submitted to the [addisusaidjobs@usaid.gov](mailto:addisusaidjobs@usaid.gov) **Section I, item 12**.

## **EVALUATION FACTORS**

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant’s writing, presentation, and communication skills. On a supplemental document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 1,000 characters per factor, Times New Roman font, 12-font size, and 1” margins. Applicants should describe specifically and accurately the experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit. The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. **Only the highest-ranked applicants will be interviewed.**

### **FACTOR #1:**

Describe your experience in working with diverse teams of people.

### **FACTOR #2:**

Describe your experience in creating or improving office processes to improve efficiency or quality of work.

### **FACTOR #3:**

Discuss the key challenges and opportunities associated with working in a fast-paced environment and working under very tight deadlines.

## **BASIS OF RATING**

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors: 40 points

Factor #1 15 points

Factor #2 15 points

Factor #3 10points

Interview Performance: 60 points

Satisfactory Professional Reference Checks-Pass/Fail (no points assigned)

Total Points: 100

***To ensure consideration of applications for the intended position, Applicants must prominently reference the Solicitation number and signed in the application form before submission.***

Applications will be initially screened by the Human Resources Office to determine whether applicants have met the advertised minimum qualifications. A list of qualified applicants will be referred to the hiring office for further consideration and screening. Final selection of candidates will be made and those selected will be invited to an interview in order to select the best-qualified candidate.

The USAID Mission assumes no liability for the loss or mishandling of applications. For additional information about the position and/or the selection process, please contact the Human Resources Office at 011 130 6002 ext. 6031, 6035 or 6043.

**NOTE:** THE APPLICATION FORM IS AVAILABLE FREE OF CHARGE UPON REQUEST AND ARE ALSO AVAILABLE FOR DOWNLOAD FROM THE INTERNET <https://et.usembassy.gov/embassy/jobs/>. THE FINAL SELECTION OF A CANDIDATE IS BASED SOLELY ON THE ADVERTISED QUALIFICATION IN A COMPETITIVE PROCESS. INDIVIDUALS WHO MEET THE MINIMUM QUALIFICATIONS ARE STRONGLY ENCOURAGED TO APPLY.

## **IV. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the Contracting Officer (CO) informs the successful Applicant about being selected for a contract award, the CO will provide the successful Applicant instructions about how to complete and submit the following forms.

1. *Medical History and Examination Form (Department of State Forms)*
2. *Finger Print Card (FD-258)*

## **V. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized in accordance with Mission policy and local labor law.

**VI. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

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

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf) .
2. **Contract Cover Page form AID 302-4** available at <https://www.usaid.gov/forms> .
3. Acquisition & 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> .

**END OF SOLICITATION**