



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066318R10007
ISSUANCE DATE: April 03, 2018
CLOSING DATE/TIME: April 17, 2018

SUBJECT: Solicitation for a Cooperating Country Personal Service Contractor (CCNPSC) –
Records and Correspondence Management Technician (FSN-07).

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified persons to provide personal services under contract as described in this solicitation.

Application must be in accordance with **Attachment 1, Sections I through IV** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

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 application.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Shelby Hunt
Supervisory Executive Officer

U.S. Agency for International Development
US Embassy
Entoto Road
P. O. Box 1014
Addis Ababa, Ethiopia

Tel. : 251-11-306002
Fax : 251-11-242438
Website: www.usaidethiopia.org

USA Address:
2030 Addis Ababa Place
Washington, DC 20521-2030

**Solicitation for Cooperating Country National (CCN)
Personal Services Contract (PSC)
Records and Correspondence Management Technician (FSN-07)**

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72066318R10007
- 2. ISSUANCE DATE:** April 03, 2018
- 3. CLOSING DATE/TIME
FOR RECEIPT OF APPLICATIONS:** April 17, 2018 before and/or on 5:00
PM (Close of Business)
- 4. POSITION TITLE:** Records and Correspondence Management
Technician
- 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. BASIC FUNCTIONS:**

The incumbent serves as the Records and Correspondence Management Technician for the USAID/Mission, with the responsibility of managing the Mission's unclassified records and correspondence and supervising the communications functions of the Mission.

Work with mission IT staff to develop and support electronic filing systems primarily using the agency approved Documentum platform - ASIST.

10. STATEMENT OF DUTIES:

Physical and Electronic Record Management (40%)

- Organizes the Mission filing system for unclassified correspondence and records for all offices. Works with the mission offices to ensure that the communications and records system in compliance with agency requirements, and meeting the Mission's needs in this area.

- Serve as primary person for converting manual filing system into electronic system and ensures that document imaging and electronic system (ASIST) is widely used in the mission.
- Monitors new trends in records management and works with the Mission's systems staff to develop computerized, paper-less document tracking and retrieval systems.
- Responsible for identifying and retrieving documents requested under the Freedom of Information Act (FOIA) and for assisting Mission personnel in retrieving official documents and files in support of Mission activities.
- Responsible for the organization and management of an efficient electronic communications and records management System.

Managing Mails, Correspondences, and Communication (40%)

- Assign all incoming and outgoing correspondence to appropriate office, follow-up overdue actions with office secretaries and prepare delinquent action reports from the automated tracking system and sending reports to the front office.
- Ensure that all outgoing cables meet the standard format set by the embassy IMO. Transmit electronic Country Clearance (eCC), outgoing cables and verify approval and successful transmission. Update mission TDYers information as per the approved eCC list.
- Manages the Mission's mail handling, document reproduction and communications system.

Updating Mission Intranet (20%)

- Update mission intranet website. Make sure updated mission notices, mission order and telephone are posted on intranet site.

Supervisory relationship: Works under the general supervision of the Supervisory Information Management Specialist (Systems Manager). The position doesn't have supervisory responsibility.

11. AREA OF CONSIDERATION: Cooperating Country National (CCN) 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.

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

13. POINT OF CONTACT: addisusaidjobs@usaid.gov ; Fekadu Tamirate at Ftamirate@usaid.gov.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

EDUCATION: Completion of secondary school is required.

EXPERIENCE: At least three years of progressively responsible experience related to office management and/or communications/records management.

LANGUAGE: Level IV English Language skill.

KNOWLEDGE, SKILLS AND ABILITIES: The incumbent for this position should have sound knowledge of the communications and records management, and experience with developing and implementing computerized, paper-less document storage and retrieval system.

Should be very fluent in the use of Microsoft Office products. Skill in web design or maintenance is a plus. Should have the ability to work independently and with limited supervision and must have the ability to organize workload. Good supervisory and team-work skills are required.

POST ENTRY TRAINING: USAID and Federal regulations relating to communications and records management.

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. 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 and the email subject must say– solicitation **72066318R10007 - Records and Correspondence Management Technician**.
- 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 5 p.m. (COB).

Applications must be received by the closing date and time specified in **Section I, item 3**, and submitted to the addisusaidjobs@usaid.gov **Section I, Item 13**.

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 working in managing physical and electronic official files system – which include record creation, maintaining and disposing official records.

FACTOR #2: Describe your experience managing incoming and outgoing mails, correspondence and e-records which include tracking action overdue communication.

FACTOR #3: Experience in updating office intranet.

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:	30 points
Factor #1	10 points
Factor #2	15 points
Factor #3	5 points
Interview Performance:	70 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 .
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

Cleared by: **DASSEFA:** EXO/IT: _____

SHUNT: EXO : _____