



**Solicitation for Cooperating Country National (CCN)
Personal Services Contract (PSC)
Travel Clerk (Expediter) – FSN 06**

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72066318R10008
- 2. ISSUANCE DATE:** April 05, 2018
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** April 19, 2018 before and/or on 5:00 PM (Close of Business)
- 4. POSITION TITLE:** Travel Clerk(Expediter) - FSN 06
- 5. MARKET VALUE:** FSN - 6, \$8,412 - \$15,144 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:**

Under the direct supervision of the Logistics Supervisor the incumbent will deliver and expedite passports to obtain pre-visa approvals and visas for hundreds of customers per year. This individual will create and maintain a professional working relationship with officials from the Ministry of Foreign Affairs (MFA), Immigration Authority, USAID/Ethiopia implementing partners, personnel TDY to Ethiopia for conferences, workshop, training, and meetings. The incumbent will expedite visa extensions, obtain work permits, and ensure that all implementing partners are aware of the most up-to-date visa requirements. The incumbent

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US Embassy
Entoto Road
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Addis Ababa, Ethiopia

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

will process and expedite the paperwork for the import and export of official vehicles for USAID/Ethiopia's implementing partners. Maintaining a cohesive and professional working relationship with officers from the MFA, Immigration Authority, Road Transport Authority, Ministry of Transportation and local customs and airport officials to facilitate the execution of the USAID Ethiopia mission. The incumbent will also track the processing for all visas and related documents along with providing any logistical support required for this process. This individual will serve as the subject matter expert on Ethiopian visa related matters to the entire USAID Mission/Ethiopia and to the 130+ implementing Partners. The incumbent will prepare all required paperwork and logistical support for the import and customs clearance for all commodities purchased by implementing partners for USAID funded projects. In addition, the incumbent will process paperwork and assist in expediting the customs clearance of all air and surface shipments of personal effects and personal vehicles for the Key Personnel of the implementing partners. The incumbent will also coordinate and obtain vehicle registration, licensing documents, driver's licenses and renewals for USAID/Ethiopia implementing partners.

10. STATEMENT OF DUTIES:

- The incumbent collects, tracks visa processing request and prepares all required paperwork for obtaining pre-visa approval and upon arrival visa for USAID/Ethiopia's implementing partners, TDYers, etc. and expedites the processing and approval of these paperwork through the Ministry of Foreign Affairs and Main Department for Immigration and Nationality Affairs. Establishes good working relationships with appropriate personnel of the Ministry of Foreign Affairs and Immigration Authority, as well as with local airport immigration officials to facilitate official responsibilities. (40%)
- Maintains records and files for all action pertaining to visa process of various properties and makes the necessary follow up on all actions that are under process. (10%)
- Assists in obtaining visas, residence permit and driver license for US Citizen expatriate staff working in USAID funded projects. In addition, process pre-visa approval for TDYers and Mission personnel.(10%)
- Track a record of passport, visa and driving license and makes the necessary follow up on all renewal documents. (20%)
- Gives logistical support for the import and custom clearance process and coordinates in obtaining vehicle registration for USAID/Ethiopia's implementing partners. 10%
- Escorts incoming and departing personnel at Airport and facilitate the clearance of their upon arrival visa. (10%)

Supervisory relationship: The incumbent will report directly to the Logistics Supervisor. The incumbent don't supervise others.

11. AREA OF CONSIDERATION: U.S. Government Internal applicants. 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.

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: One year experience in dealing directly with the either the Ministry of Foreign Affairs Office, Immigration Authority Office, or Road Transport Authority, local customs and Ministry of Transportation in carrying out vehicle registration, licensing, and insurance is required.

LANGUAGE: Level III English Language and Level IV Amharic language.

KNOWLEDGE, SKILLS AND ABILITIES: Must have strong knowledge of Ethiopian laws and regulations governing all types of vehicle use, registration, insurance, import/export of vehicles, visa process, etc.; must have good knowledge of accepted record-keeping methods to include development of file systems, follow-up on projects, meeting deadlines and due dates. Must possess a current and valid Grade III Ethiopian driving license; must have strong basic computer skill and knowledge.

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 **72066318R10008 - Travel Clerk (Expediter)**.
- 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. (Close of Business).

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: Experience in processing visa request.

FACTOR #2: Experience in managing physical and electronic files.

FACTOR #3: Experience in managing and tracking visa, resident permit, and the renewal of these processes.

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	20 points
Factor #2	5 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