



**Solicitation for Cooperating Country National (CCN)  
Personal Services Contract (PSC)  
Voucher Examiner (FSN-07)**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72066318R10009
- 2. ISSUANCE DATE:** April 11, 2018
- 3. CLOSING DATE/TIME  
FOR RECEIPT OF APPLICATIONS:** April 25, 2018 before and/or on 5:00  
PM (Close of Business)
- 4. POSITION TITLE:** Voucher Examiner
- 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 Voucher Examiner is a member of the USAID/Ethiopia Office of Financial Management team and reports to the Supervisory Voucher Examiner. The incumbent examines, analyses and recommends for payment of a variety of vouchers, including claims against purchase orders, contracts, travel authorizations, various types of allowances, and other obligating documents; ensures voucher and supporting documents are valid and accurate; the expenditures presented for reimbursement are consistent with the terms and conditions as stated in the authorizing document; and that claims are adequately supported by proper and sufficient documentation. In addition, he/she provides technical guidance and expert interpretation of applicable USG payment regulations and procedures to employees, implementing partners and vendors.

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](http://www.usaidethiopia.org)

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

## 10. STATEMENT OF DUTIES:

- a. Examines, analyses, and recommends for payment vouchers and/or claims against contracts, purchase orders, leases, and complex travel vouchers in accordance with the provisions, terms and conditions for the procurement documents, contracts, grants and cooperative agreements, purchase orders, lease agreements, and travel authorizations. Examination includes determination as to whether the obligations contain appropriate authorizations and funds availability, all payments are supported by invoices or claims and other documentary evidence showing that the goods and services have been furnished. Examines travel voucher and invoices in connection with travel involving transfers, movements of HHE, POV, UAB and consumables. Processes local and international advance requests; collects receipts from cashier and posts to Phoenix collections and advance liquidations. Computes entitlements due to travelers and advises travelers on what was allowed and disallowed in accordance with travel regulations. Advises vendors, contractors, shipping agents, procurement personnel, program officials, and other employees about questions that need clarification and resolves problems related to payments and deductions. Ensures that payees are advised of any payment suspensions on a timely basis. Reviews the status of pending payment vouchers and tracks activity to ensure that Prompt Payment Act Regulations and Procedures are followed. In addition to processing vouchers in a timely manner, the incumbent ensures the payee name, address and banking information is correct; the invoice number and description in the database is inclusive; and the Phoenix description is appropriate and as detailed as possible given the constraints imposed by the system. Prepares journal vouchers for funding adjustments and prepares SF 1081 as needed to transfer funds from one appropriation to another to correct discrepancies. The incumbent is also responsible for calculating various types of allowances that are due to employees. Maintains up-to-date obligation and payment files. **(70%)**
- b. Assists the operating expense and project accountants with reconciliation and budgeting information/documentation requirements. Provides coverage in the absence of others in the voucher examination section which involves review and examination of the entire spectrum of payment vouchers received by the mission. **(20%)**
- c. Assists the Supervisory Voucher Examiner in the preparation of payment related reports as required and performs other duties as determined by the Supervisory Voucher Examiner, Chief Accountant, Deputy Controller and Controller. **(10%)**

***Supervisory relationship:*** Works under the direct supervision of the Supervisory Voucher Examiner. The position doesn't involve supervising others.

**11. AREA OF CONSIDERATION:** 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](mailto:addisusaidjobs@usaid.gov) ; Fekadu Tamirate at [Ftamirate@usaid.gov](mailto:Ftamirate@usaid.gov).

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

**EDUCATION:** A completion of Secondary Schooling, and an additional two years of post-secondary studies in accounting or business administration is required.

**EXPERIENCE:** At least three years of progressively responsible experience in voucher examining, accounting or related fiscal work.

**LANGUAGE:** Level IV in both English and Amharic are required.

**KNOWLEDGE, SKILLS AND ABILITIES:** A thorough knowledge of applicable sections of the Foreign Affairs Manual and Handbook, Department of State Standardized Regulations, FAR/AIDAR provisions, Joint Travel Regulations, and pertinent sections of the ADS and other USAID regulations and procedures.

Requires considerable tact and diplomacy, and good cross-cultural communications skills. Incumbent must have the ability to undertake a critical review of vouchers, applying technical skills together with existing USAID rules and regulations to each and every voucher submitted for payment and liquidation. Must be able to explain clearly the reasons for payment suspensions. Excellent computer skills with proficiency in Microsoft Word and Excel 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](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 **72066318R10009 - Voucher Examiner**.
- 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](mailto: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:**

Examines, analyses, and recommends for payment vouchers and/or claims against contracts, purchase orders, leases, and complex travel vouchers in accordance with the provisions, terms and conditions for the procurement documents, contracts, grants and cooperative agreements, purchase orders, lease agreements, and travel authorizations.

**FACTOR #2:**

Assists the operating expense and project accountants with reconciliation and budgeting information/documentation requirements.

**FACTOR #3:**

Advises vendors, contractors, shipping agents, procurement personnel, program officials, and other employees about questions that need clarification and resolves problems related to payments and deductions.

**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 and/or written test 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	10 points
Interview and Written 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**