

SOLICITATION NUMBER:	SOL-306-16-000044-OFM
ISSUING DATE:	June 07, 2016
CLOSING DATE:	July 21, 2016
POSITION TITLE:	Financial Management Information Resources Specialist
NUMBER OF POSITIONS:	Single
MARKET VALUE:	GS-10 (\$47,158 - \$61,306) In addition, this post has 35% post differential and 35% danger pay
ORGANIZATIONAL LOCATION OF POSITION:	USAID/Afghanistan
DIRECT SUPERVISOR:	USAID/Afghanistan, Supervisory Financial Management Specialist
SUPERVISORY CONTROL:	None
PERIOD OF PERFORMANCE:	13 months with an option for renewal
SECURITY ACCESS:	Employment Authorization for Third Country National (Moderate Risk Public Trust)
AREA OF CONSIDERATION:	Third Country National Personal Service Contractor (TCNPSC) "Third Country National means an individual: (i) Who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty (Afghanistan), and (ii) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expense"

Background:

The U.S. Agency for International Development (USAID) Mission to Afghanistan is seeking a Financial Management Information Resources Specialist to provide services in the Office of Financial Management (OFM).

USAID/Afghanistan handles one of the largest and most complex portfolios in USAID and the Office of Financial Management (OFM) is tasked with the immense responsibility of providing financial management oversight and support to the Mission. In addition to the size of the Mission's programs and the challenging environment it operates in, the wide range of modalities used to implement these programs adds another layer of complexity to the equation. The mechanisms currently used in addition to traditional implementing partners include but are not limited to Government-to-Government (G2G) agreements with the Government of the Islamic Republic of Afghanistan, agreements with Public International Organizations (PIO) such as the World Bank and the United Nations and field support activities managed out of Washington, D.C.

The high-profile nature of the Mission, its complex portfolio and robust oversight measures results in financial information demands not easily met by the traditional OFM structure and positions. Users of financial management information include various internal and external stakeholders such as Mission technical and support offices, Office of Afghanistan and Pakistan Affairs (OAPA) in Washington, D.C., U.S. Embassy, Special Inspector General for Afghanistan Reconstruction (SIGAR), USAID Office of the Inspector General (OIG), Government Accountability Office (GAO) and Congress.

Basic Functions of the Position:

Working in the Office of Financial Management's Financial Analysis Section, the incumbent will serve as a Financial Management Information Resource Specialist providing expert financial information management, advice and oversight on a broad range of management issues over the Mission's \$4 billion portfolio to the Controller, OFM staff, Mission leadership, Strategic Objective/Assistance Objective Teams and OAPA. The incumbent provides detailed financial information as needed to address strategic questions that directly influences appropriation requests, budget justifications and responses to congressional inquiries.

Duties and Responsibilities:

1. The incumbent will design, create and administer a set of comprehensive databases of financial information imported from USAID's accounting system to enable OFM staff to provide timely and relevant financial analysis and data visualization to the Mission's senior management, technical offices and the Office of Afghanistan and Pakistan Affairs (OAPA). The database will primarily be used to generate standardized reports and graphs to be used in the Mission's Portfolio Review and Quarterly Financial Reports. The database will also be used by OFM staff to mine financial data to identify and advise on trends, potential issues and financial performance of activities, programs and offices.

The database will also be used to respond to data requests from OAPA that will directly affect policy decisions, appropriation requests and budget formulation.

2. The incumbent, acting as the subject matter expert (SME), will provide guidance and advice to senior management in the Mission (Controller, Office Directors, Deputy Mission Directors and Mission Directors) and in Washington, D.C. on financial matters that directly affect appropriation requests, budget formulation, budget realignments and budget justifications.

3. The incumbent will train and mentor Foreign Service Nationals (FSN) and Third Country Nationals (TCN) Financial Analysts in the use, update and maintenance of the financial information database. The incumbent will develop written instructions and training materials on the use of the database by FSN Financial Analysts and other OFM staff.

4. The incumbent will provide formal training to both newly hired and current FSN Financial Analysts in advanced Microsoft Excel functions useful for USAID's programmatic financial analysis which include but are not limited to pivot tables, advanced charting, complex formulas, tables, formatting and macros. The incumbent will also provide formal training to OFM staff in utilizing Phoenix Viewer Reports and MAPPR.

5. The incumbent will serve as an advisor to FSN Financial Analysts working on generating standard and ad-hoc financial reports in response to inquiries by the technical and support offices. The incumbent will assist in generating Mission-wide financial information to respond to USAID/Washington, the Department of State, auditors or other external entities.

6. Other duties as assigned by the Financial Management Officer, Deputy Controller, or Controller including but not limited to audit management, conducting periodic financial reviews of institutions (both governmental and non-governmental) receiving USAID funding and other Risk Management tasks.

EVALUATION CRITERIA/SELECTION CRITERIA:

Applications will be evaluated and ranked based on the following selection criteria:

- a. Education:** Bachelor's degree in Accounting, Finance, Business Administration or Economics is required.
- b. Work Experience:** A minimum of ten years of progressively responsible experience in professional accounting, or auditing, or financially oriented business management is required.
- c. Communications:** Level IV (Fluent) speaking/reading of English language is required.
- d. Knowledge:** Expert level knowledge and understanding of professional accounting and auditing principles, theories, practices and terminology as well as the principles and accepted practices of governmental and business financial accounting,

budgeting and reporting is required. Must have mastery of financial analysis techniques. In addition, an advanced knowledge and experience in using information technology tools and concepts to aid in financial analysis and the visualization and presentation of complex financial information is required.

- e. **Skills and Abilities:** The incumbent must be able to plan, design, create and administer with minimal supervision and direction a set of databases that will be used to generate financial information to streamline financial analysis and reporting; must have excellent grasp of government accounting policies and procedures as well as financial analysis techniques, principles and methodologies; must be extremely proficient in the use and application of spreadsheet or database software in compiling financial information and generating relevant financial reports and data. The incumbent must have excellent oral and written communication skills to be able to present and communicate complex information to inform and persuade internal and external stakeholders which may include senior level USAID staff.

Applicants should carefully review the required experience and education requirements stated in this solicitation to ensure they meet the full set of criteria before submitting an application for consideration.

Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application and reference checks. USAID reserves the right to conduct interviews with the top ranked short-listed applicants. The interview will be one of the determining factors in the final selection.

A. TERM OF PERFORMANCE:

The term of the contract will be for thirteen (13) months. Within four (4) weeks after written notice from the Contracting Officer that all clearances have been received or, unless another date is specified by the Contracting Officer in writing, the incumbent shall proceed to Kabul, Afghanistan to perform the above services which may be extended upon mutual agreement and subject to satisfactory performance and availability of funds. This position has been classified at a U.S. Government GS-10. The actual salary of the successful candidate may be negotiated depending on budget availability, qualifications and previous salary history (base salary) within the position classification grade range.

In addition, the Mission has a 35% Post Differential allowance and 35% Danger Pay. During this period you will be entitled to three Rest and Recuperation (R&R) trips.

This position entitles 20 days Administrative Leave plus two days of travel time for each break. In excess of the Administrative Leave, Annual Leave or Compensatory time for the breaks can be used.

Physical Demands and Work Environment: Work in the office is mostly sedentary, depending on workload the incumbent may be requested to serve extended work hours and workdays. The travel to program-activity implementation sites outside of Kabul requires U.S. Government Regional Security Officer (RSO) approval, travel in fully armored vehicles and close coordination with the U.S. Embassy and U.S. Consulate security officers, Department of Defense, and Resolution Support (RS) as relevant.

B. GENERAL INFORMATION REGARDING LIVING AND WORKING CONDITIONS IN AFGHANISTAN:

Life in Kabul, the capital of Afghanistan, has somewhat improved since the establishment of the government, and great strides have been made to regularize the availability of services, utilities, and supplies of common consumer items. Living conditions, however, are still difficult but this is a historical opportunity to work closely with a dedicated team to assist the Afghans to bring about peace and stability to their war-torn country. Afghanistan is an unaccompanied post. All staff will be housed on the heavily guarded and fortified Embassy compound.

C. MEDICAL AND SECURITY CLEARANCE:

The selected applicants must be able to obtain and maintain security and medical clearances. Third Country Nationals should be able to obtain employment authorization from the Regional Security Office. For medical clearances, Third Country Nationals should obtain Department of State Class I Medical Clearance.

D. NOTE REGARDING COUNTER TRAFFICING IN PERSON CODE OF CONDUCT:

USAID employee in the Civil Service and Foreign Service, as well as individuals employed through PSC Contract must adhere to Counter Trafficking in Persons Code of Conduct. For information on the effort to counter all forms of human trafficking, including the procurement of commercial sex acts and the use of forced labor, visit <http://www.state.gov/g/tip>. For more information about USAID, visit <http://www.usaid.gov>.

E. BENEFITS AND ALLOWANCES:

As a matter of policy, and as appropriate, a Personal Service Contractor (PSC) is normally authorized to the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a Third Country National shall be eligible for any of the listed fringe benefits to include health and life insurances, differentials and allowances.]

1. BENEFITS:

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave

- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES (If Applicable)*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600) and
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

F. CONTRACT INFORMATION BULLETINS (CIBs) or ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs:

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contract. Those documents can be found at this website: http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc

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| AAPD 10-01 | Personal Services Contracts – Changes in USG Reimbursement Amounts for Health Insurance and Physical Examination Costs |
| AAPD 06-12 | Homeland Security Presidential Directive-12 (HSPD-12) Implementation |
| AAPD 06-11 | Home Leave and Revised General Provision 5, Leave and Holidays |
| AAPD 06-10 | PSC Medical expense payment responsibility |
| AAPD 06-07 | AIDAR, Appendix D: Contract budget, salary determination and salary increase |
| AAPD 05-02 | Clarification of Policy for Personal Services Contracts with Anticipated Contract Performance Periods Exceeding Five (5) Years |
| AAPD 06-01 | Medical evacuation insurance |
| CIB 01-07 | Clarification of the extension/renewal policy regarding PSCs |
| CIB 01-05 | Clarification of the Rest and Recuperation (R&R) Policy Regarding Third Country Nationals |
| CIB 99-22 | PSC Policy |
| CIB 98-23 | Guidance regarding Classified Contract Security and Contractor Personnel Security Requirements |
| CIB 98-11 | Determining a Market Value for Personal Services Contractors Hired under Appendix D. |

CIB 97-16	Class Justification for use of Other Than Full and Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally, with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or less
CIB 96-23	Unauthorized Provision in Personal Services Contracts
CIB 94-09	Sunday Pay for U.S. Personal Services Contractors (PSCs)
CIB 89-29	Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage and Privately Owned Vehicles

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts can be found at: <http://www.usaid.gov/work-usaid/aapds-cibs>

Additionally, AIDAR Appendixes D or J also applies to PSCs can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

G. REQUIRED FORMS AND DOCUMENTS FOR INITIAL CONSIDERATION:

Interested applicants must submit the following documents or their applications may not be considered for this position:

1. U.S. government AID 302-3 form which is available at the following website: www.usaid.gov/sites/default/files/documents/1866/a302-3.doc;
2. A current curriculum vitae (CV) or resume;
3. A minimum of three (3) professional references, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/Afghanistan will only contact references for the finalist, and will only do so with the permission of the applicant;;
4. A written statement (cover letter) that addresses the Evaluation/Selection Criteria in this solicitation.

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.

5. Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.

Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.

The Agency retains the full right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

H. APPLYING

All applications must be submitted electronically by e-mail with the subject line **Financial Management Information Resources Specialist SOL-306-16-000044-OFM** to: KblAIDPSCjobs@usaid.gov.

Attention: USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation at any time but prior the closing date mentioned above unless revised. The highest ranking applications may be selected for an interview. **In order for the application to be considered applications must be submitted only to: KblAIDPSCjobs@usaid.gov.**

Only short listed candidates will be contacted.

Point of Contact:

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

Place of Performance

USAID/Afghanistan
U.S. Embassy
Great Massoud Road
Kabul, Afghanistan