

SOLICITATION NUMBER:		SOL-306-14-000071-OFM
1.	ISSUING DATE:	June 2, 2014
2.	CLOSING DATE:	June 16, 2014
3.	POSITION TITLE:	Financial Analyst
4.	NUMBER OF POSITIONS:	One
5.	MARKET VALUE:	GS-11 (\$50,790 - \$66,027)
6.	ORGANIZATIONAL LOCATION OF POSITION:	USAID/Afghanistan
7.	DIRECT SUPERVISOR:	USAID/Afghanistan, Deputy Controller
8.	SUPERVISORY CONTROL:	Minimal. The incumbent is expected to act independently with little direction.
9.	PERIOD OF PERFORMANCE:	13 months with an option for renewal
10.	SECURITY ACCESS:	Employment Authorization for Third Country National
11.	AREA OF CONSIDERATION:	Third Country National Personal Service Contractor (TCNPSC)

POSITION DESCRIPTION: Financial Analyst**A. Basic Function of the Position:**

The incumbent serves as a Financial Analyst in the Office of Financial Management/Financial Analysis Section (OFM/FA), USAID/Afghanistan reporting to the Deputy Controller. Incumbent provides professional financial management advice on a broad range of financial management issues to the Controller, Mission Management, Strategic Objective/Assistance Objective Teams (SO/AO Teams) and various governmental and non-governmental partner institutions, which implement an array of complex development activities. The incumbent will provide financial management support primarily in the areas of audit management. Specific duties will include, but are not limited to, those notated under the duties and responsibilities.

Major Duties and Responsibilities:

A. In line with the Agency's Audit Management and Resolution Program and accountability requirements, the incumbent's Acts as the Audit Management Officer's designee for the assigned portfolios and assists Technical Offices in meeting their audit management responsibilities. In coordination with the Agreement Officer(AO)/Contracting Officer Representative (COR), he/she ensures the completion of required financial audits in accordance with the Recipient Contracted Audit Guidelines and develops audit scopes of work for Agency-contracted financial audits of USAID/Afghanistan-funded activities based on policies contained in the ADS. Incumbent provides advice/guidance to auditees and audit firms in consultation with the OIG to ensure full compliance with USAID audit requirements. Incumbent participates in audit entrance and exit conferences, as necessary, and reviews recommendations and draft audit reports. Incumbent reviews audit reports, participates in the development of management decisions, and also works closely with the USAID technical team member, the Contracting/Grant Officer and grantees/contractors to resolve and close audit recommendations in a timely manner. Incumbent also develops the annual audit inventory under her/his assigned portfolio, obtaining inputs from cognizant Agreement Officer Representatives (AORs)/CORs on activities that need to be audited or on which financial reviews need to be conducted.

For audits contracted to local audit firms, Incumbent acts as COR of the award, and works closely with the firms' assigned staff and reviews their performance to ensure compliance with the contract scope of work.

B. As the cognizant senior FA backstop for the assigned USAID Technical Office, Incumbent reviews activity approval documents, commitment and obligating documents to ensure the reasonableness of budgets, compliance with forward-funding guidelines, appropriateness of the methods of financing/payment, and adequacy of financial reporting and audit coverage. Incumbent provides financial status reports needed by AO/CORs to monitor the financial progress of the activities they manage. Incumbent prepares required monthly/quarterly and ad hoc financial reports related to program funds for Mission Management and other interested parties.

C. Incumbent also provides advice and guidance to Agreement Officer/Contracting Officer Representatives (AOR/CORs) and technical office budget assistants in the development of

quarterly accruals, reviews the reasonableness of accrual estimates and posts accrual data into Phoenix. Incumbent participates in program portfolio/pipeline reviews and provides appropriate advice in identifying funds for alternative use or reprogramming. The Incumbent reviews closeout documents to ensure that finance-related closeout actions such as completion of required audits, finalization of NICRAs, payment of final claims and de-obligation of excess funds are properly carried out, if necessary.

- D. Incumbent conducts periodic financial reviews of institutions (both governmental and non-governmental) receiving USAID funding to: 1) determine the adequacy of key systems and procedures including but not limited to accounting, procurement, accounts payable, personnel, assets management, and audits; 2) verify compliance with agreement terms and conditions; and 3) verify allowability of actual costs incurred. Makes recommendations for system improvements of institutions reviewed in order to strengthen their capacity particularly in the financial management of USAID funds. This includes preparing reports to document findings and recommendations and following up on actions taken to address recommendations.
- E. Aside from performing reviews of implementing partners' systems, incumbent also participates in the performance of required annual reviews of the Mission's internal/management control system in accordance with the Federal Managers' Financial Integrity Act (FMFIA); incumbent performs the risk assessment of various functional areas as assigned by the Supervisory FA, and assists in performing follow-up reviews to determine if significant deficiencies have been properly addressed and appropriate actions are taken by concerned Mission offices.

Incumbent assists in the capacity building of Mission and implementing partner staff who are not familiar with USAID's financial management requirements by providing training on accruals, audit management, payment methods, and other related topics.

Incumbent also acts as mentor/coach to financial management staff to assist in their professional growth and enable them to perform the full range of financial analyst duties relating to program/project design and implementation; outstanding unliquidated OE and program obligations, reviewing retroactive claims under long-expired contracts, and other similar tasks.

B. EVALUATION/SELECTION CRITERIA:

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

- a) **Education: (10 Points)** BA/BS in Accounting, Finance, or Business Administration is required.
- b) **Work Experience: (25 Points)** A minimum of 5 (five) years of progressively responsible experience in accounting, auditing, or financial management is required. Experience in public accounting or a U.S. Government agency is highly desirable.
- c) **Communications: (20 Points)** Level (IV) Fluent speaking/reading English language is required.

- d) **Knowledge: (20 Points)** Thorough knowledge of professional accounting and auditing principles, theories, practices and terminology is required. Thorough knowledge of principles and accepted practices of the U.S. Government and host country laws, regulations and procedures relating to budgeting, auditing, accounting and financial management is required. Thorough knowledge of the budgeting and financial management procedures relating to the design, development, implementation and evaluation of projects is desired.
- e) **Skills and Abilities: (25 Points)** Must be able to conceptualize, plan, and manage a multi-task, multi-level project implementation support service operation. Must have excellent interpersonal skills. Must have excellent analytical ability to review and constructively critique data, findings, and recommendations regarding contractor/grantee performance often without benefit of first-hand observation. Demonstrated ability to perform training needs assessments, design materials and delivery methodology, and manage implementation. Must be able to assimilate, distill, prioritize, and present varied and complex data in an easy to comprehend format. Must be able to represent the USAID/Afghanistan Financial Analysis Section to Mission management, other federal agencies, host government, contractors/grantees, and the general public in a professional manner. Must be computer literate in word processing, spreadsheets, graphics, etc.

Maximum Points Available: 100.

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.

C. TERM OF PERFORMANCE

The term of the contract will be for thirteen months. Within four 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 Washington, DC for two weeks of mandatory training (FACT and FAM) before proceeding to Kabul 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-11. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history and within the salary range under the GS-Scale.

In addition, the Mission has a 35% Post Differential allowance and 35% Danger Pay. During this period you will be entitled to two Rest and Recuperation trips (R&R) and up to three Regional Rest Breaks or three R&Rs and no RRBs.

You will be entitled to 20 days Administrative Leave plus two days of travel time for each break. In excess of the Administrative Leave, you will have to use your Annual Leave or Compensatory time for the breaks.

Physical Demands and Work Environment: Most Mission employees work a six day work week with Fridays off. The average work week is about 57 hours, with all hours over 40 as over time or comp time. Work in the office is mostly sedentary but 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, DoD, and ISAF as relevant.

D. 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 an 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.

E. MEDICAL AND SECURITY CLEARANCE:

The selected applicants must be able to obtain 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.

F. BENEFITS AND ALLOWANCES:

As a matter of policy, and as appropriate, a 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).

G. 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.

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>

H. REQUIRED FORM 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 OF-0612 form which is available at the following websites:

<http://www.ussc.gov/Employment/of0612.pdf>

2. At current curriculum vitae (CV) or resume;
3. A minimum of three (3) 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 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.

APPLYING

All applications must be submitted electronically by e-mail with the subject line “**Financial Analyst (TCNPSC) SOL-306-14-000071-OFM**” to: AfpakJobs@usaid.gov and AfUSAIDJobs@state.gov

Attention: USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation at any time but prior to June 16, 2014 unless revised. The highest ranking applications may be selected for an interview.

Please note that only short listed candidates will be notified.

Point of Contact:

Any questions about this solicitation may be directed to Blein Mesele at: KabulAIDHR@state.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