

SOLICITATION NUMBER:		SOL-306-14-000106/OEGI
1.	ISSUING DATE:	September 23, 2014
2.	CLOSING DATE:	October 06, 2014
3.	POSITION TITLE:	Economic Growth Program Specialist
4.	NUMBER OF POSITIONS:	One
5.	MARKET VALUE:	GS-12 (\$60,877 - \$79,138)
6.	ORGANIZATIONAL LOCATION OF POSITION:	USAID/Afghanistan
7.	DIRECT SUPERVISOR:	USAID/Afghanistan, Office of Economic Growth and Infrastructure (OEGI) Deputy Director for Economic Growth
8.	SUPERVISORY CONTROL:	Minimal. Incumbent may supervise one to three Locally Employed Staff (LES/FSN) Project Management Specialists.
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)

A. BASIC FUNCTIONS OF THE POSITION

The incumbent works under direct supervision of the OEGI Deputy Director for Economic Growth or his or her designate. The incumbent provides assistance in designing, developing, managing and evaluating assigned economic development projects. S/he provides factual and analytical background reports, data collection, and reporting with regards to the EG project portfolio. The incumbent is responsible for all facets of the EG project design and management process. Duties are of medium scope and complexity and require considerable knowledge of business environments, project management and general financial analysis, and technical writing and documentation. Incumbent will be asked to become Agreement Officer Representative (AOR)/Contracting Officer Representative (COR) certified, and current certification is an advantage.

Major Duties and Responsibilities:

The incumbent is directly responsible for various aspects of a variety of economic growth sector projects in support of the entire EG portfolio and gives both strategic and technical input on the full range of EG activities. The incumbent works closely with a variety of host government officials, local and foreign private sector organizations, NGOs, and donors on programs designed to promote the expansion of a competitive private sector, sound economic policy and governance that is responsive to the business environment. Additionally, the incumbent is closely involved in performance reporting, program/policy coordination with other donors, and other United States Government (USG) agencies. Thus, the successful candidate will have excellent leadership, interpersonal, management, writing, speaking, financial management, and analytical skills.

The incumbent provides program/activity manager and strategic support for EG activities or components of complex economic reform activities which are underway or may be pursued in Afghanistan. This might include: Subject Matter Expert (SME) in development, vocational training, accounting reform, financial sector development, public financial management, banking, business enabling environment strengthening, and/or economic governance.

The job requires strong leadership and management skills, strong judgment and an ability to work independently and as part of a dynamic team, and at times under his/her own direction to ensure that EG's program activities are designed, managed, and implemented to achieve the Agency's goals and objectives, within U.S. legislative mandate(s) and financial resource constraints.

A. Private Sector Development:

The incumbent works independently to undertake and carry out suitable interventions in the areas of public sector financial management, private sector development, small and medium sized enterprise development and/or economic policy reform. S/he regularly engages Government of Afghanistan deputy ministerial level officials, multilateral and bilateral donors, and leaders in the private sector to develop collaborative working relationships and ensure coordination and sound implementation of OEGI programs. S/he may be called upon to support the financial sector enabling environment as well as expansion of commercial lending. The incumbent will play a key role in the design and launch of multi-million dollar activity(s) in the coming year.

The incumbent has responsibility for identifying and disseminating best practices in economic development, competitiveness, marketing, and financial markets; helping OEGI incorporate these practices into ongoing and new activities; keeping OEGI and others up to date on the latest technical developments; creating mechanisms and relationships by which OEGI can access appropriate technical support for designs, implementations, and evaluations; and enhancing international cooperation and inter-agency coordination. As such, the incumbent must have prior experience managing a broad range of technical sectors and experience in as many of the programs noted herein.

B. Program and Project Management:

The incumbent provides program backstop for a set of EG-public financial management related projects, which might include: SME development, financial sector development, business enabling environment strengthening, marketing in the business enabling environment, refining commercial practices, banking, and/or economic governance.

Specifically, the incumbent, in coordination with other AOR/CORs, oversees and evaluates contractor/grantee performance, project cost and progress, method of acceptability of project reporting, timeliness in meeting commitments, scheduled completion dates, and other relevant financial and management objectives.

The incumbent regularly obtains and provides detailed project information. S/he drafts and processes a variety of project or procurement documents such as action memoranda, scopes of work, official correspondence, etc. Such documents require a specialized knowledge of the project(s) and must be prepared in accordance with established guidelines or precedents.

The incumbent coordinates EG activities with other offices within USAID/Afghanistan, as well as other donors and NGOs working in the area to avoid duplication of efforts and ensure maximum impact of the projects.

The incumbent supports the Office Director, Deputy Office Director and team leads in the management and monitoring of the overall USAID EG portfolio. The incumbent assists in the development of Mission reports and data gathering; takes part in analyzing and evaluating many of the proposals and other submissions that come to EG; and coordinates meetings and visits with USG officials, counterparts, and other donors.

B. EVALUATION/SELECTION CRITERIA:

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

- a) **Education:** A bachelor's degree in business administration, economics, accounting, or related field is required. Master's degree in any of the above listed disciplines is preferred.
- b) **Work Experience:** Must have at least five years of relevant work experience that demonstrates increasing responsibility for designing, managing, and reporting on private sector related activities, and coordinating and guiding multifaceted analytical and project management efforts for a complex organization is required.

Experience working in the area of program administration, business, marketing, private sector development, trade, commercial law, public financial management, banking or other

- private sector related development fields is required. Information Technology experience or knowledge is a plus.
- c) **Language Proficiency:** Level IV (Fluent) of English-language speaking/reading/writing capability is required.
 - d) **Knowledge:** The incumbent must have a thorough knowledge of general principles of economic development with a specialty in a particular economic growth sub-discipline such as, but not limited to, private enterprise, budget policies, public finance and revenue, taxation, or the methodology, procedures, and documentation related to creating and supporting a business enabling environment.
 - e) **Skills and Abilities:** Strong skills in economic growth/development and project management are required. The ability to identify, locate, analyze, and evaluate relevant data is required. The ability to organize and present program information into appropriate written and oral formats is critical. The incumbent should seek to attain the ability to explain and defend USAID programs, budgets, policies, objectives, and procedures. Sound knowledge of computer software (MS Word, Excel, Power Point, and internet) and electronic information handling is required. Must be a self-starter, highly organized, have exceptional interpersonal, communication and leadership skills, and be able to work in a team environment and under pressure.

Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application and reference checks. USAID/Afghanistan 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 Foreign Affairs Counter Threat (FACT) and Afghanistan Familiarization Course (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-12. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history.

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, Department of Defense (DoD), and International Security Assistance Forces (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 “**Economic Growth Program Specialist (TCNPSC) SOL-306-14-000106/OEGI**” to:
AfUSAIDJobs@state.gov

Attention: USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation at any time but prior to closing date mentioned above 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 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