

SOLICITATION NUMBER:		SOL-306-14-000112/OFM
1.	ISSUING DATE:	September 24, 2014
2.	CLOSING DATE:	October 08, 2014
3.	POSITION TITLE:	Senior Financial Management Specialist
4.	NUMBER OF POSITIONS:	Multiple
5.	MARKET VALUE:	GS-13 (\$72,391 - \$94,108)
6.	ORGANIZATIONAL LOCATION OF POSITION:	USAID/Afghanistan
7.	DIRECT SUPERVISOR:	USAID/Afghanistan, Office of Financial Management, 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)

Background

The Third Country National Financial Management Specialist (FMS) will be based at the USAID/Afghanistan Headquarters located at the U.S. Embassy in Kabul and will be assigned to the Office of the USAID Controller. The USAID Controller's Office supports a wide-range of U.S. Government (USG) stability and development programs and activities throughout Afghanistan. USAID in Afghanistan is the principal U.S. Agency managing development assistance in leading President Obama's Afghanistan-Pakistan strategy and the "Afghan First" initiative to empower Afghans to lead their country's development and reconstruction. USAID/Afghanistan manages an operating budget which averages \$2 billion a year and in 2010 reached \$3.5 billion. The portfolio totals over \$11 billion. This is not only the largest USAID program in the world, but it also represents the single largest bilateral assistance program in the 50-year history of the Agency. Adding to the complexity is the goal of providing 50 percent of the budgeted assistance through direct assistance mechanisms to the Government of the Islamic Republic of Afghanistan (GIROA).

USAID/Afghanistan operates in a complex interagency structure working closely with GIROA, NATO, and international partners in a civilian-military effort to combat terrorism and re-establish security and stability in a country devastated by decades of war and misrule.

A. BASIC FUNCTIONS OF THE POSITION

The Third Country National (TCN) Financial Management Specialist (FMS) as a representative of the USAID Controller will work directly with a broad range of USG officials in assisting to develop strategies, designing projects and activities, conducting monitoring and evaluation of programs, and providing assistance and advice to Government of the Islamic Republic of Afghanistan (GIROA) counterparts. The FMS will collaborate with various USG officials and support direct assistance programs within GIROA, as well as direct assistance to Afghan civil society organizations, Non-Governmental Organizations (NGOs) and other multi-national partners. A key component of the duties and responsibilities will include providing direct capacity building support and technical assistance to GIROA line Ministries, parastatal organizations, and USG implementing partners while conducting reviews and assessments of GIROA activities and audits of all locally incurred costs by USG implementing partners. The FMS will be expected to act as Assessment/Audit Team Leader providing mentoring, hands-on training, and direction to USAID Foreign Service Nationals (FSNs) and provide technical assistance to GIROA Civil Service employees. The FMS Team Leader duties will require the incumbent to work closely with a broad range of GIROA counterparts including senior Ministry Officials in Kabul. The FMS will also coordinate with contracted assessment and audit teams and provide support and feedback to contractor teams. The FMS will frequently travel to duty locations throughout Kabul to conduct fieldwork, meetings and capacity building sessions.

Major Duties and Responsibilities:

1. Incumbent serves as a principal financial management advisor and if required serves as team leader supporting Host Government on-budget assistance programs. Determines appropriate methods of financing for Mission Programs and operations with the budget of up to \$2 billion. Provides uniform guidance and procedures for financial management of all appropriated and non-appropriated funds available to the Mission, including implementation of internal accounting controls to safeguard those funds and other USAID assets.

2. Incumbent serves as an advisor to Senior USG officials and their staffs regarding the financial implications of existing or contemplated agreements. Assures that financing and reporting procedures, which conform with USAID's financial and program reporting systems and with the requirements and limitations of U.S. Government and Cooperating country laws and regulations, are fully considered and set forth in implementation letters, grant projects, and contract agreements and evaluates the effectiveness of implementation of Host Government programs, based upon internal control reviews, analyses of accounting reports on the use of manpower, supplies, equipment, and facilities and alerts the Controller to problem areas.

3. Incumbent acts as the Senior technical expert involving the performance of comprehensive audits and examinations of all types of Mission and Host Government programs, to determine compliance with applicable legislation, regulations, policies and procedures to determine and evaluate the extent and quality of program and project implementation; participates in the scheduling and establishing the scope of comprehensive audits of mission, contractor, cooperating country, grantee financial transactions, and ensures the utilization of U.S., cooperating country, and third country funds, goods, and services with the budget of more than \$3.6 billion.

4. Incumbent provides mentoring, hands-on training, and direction to USAID Foreign Service National (FSN) and GIROA Civil Service employees. The incumbent will also provide formal technical financial training to Foreign Service National (FSN) and Third Country National (TCN) staff, GIROA Civil Service employees and USAID partners on topics including best practices related to audit, internal controls, and public financial management.

5. Incumbent manages administrative, operational, and program activities involved in advising on the accounting and internal control operations of the Host Government and implementing partner organizations; conducts reviews, audits, assessments on government ministries, agencies, and parastatal, and issues written reports on the work performed. Reviews, critiques, and revises audit reports and prepares transmittal letters for dissemination of audit reports within the Mission, Host Government, Contractors, and others as required by the assessment engagements. Incumbent will be required to design all Mission Assessment, Review and Risk Mitigation audit programs; while overseeing the technical audit of program funds (more than \$1.5 billion) and assessment work conducted by Controller Office and Host Government partner teams.

Incumbent ensures that all work-papers and assessment test documentation supports the summary audit report recommendations issued; develop internal policies and procedures governing the status, execution, and conduct of audit and assessment programs; accomplishes work related to the conceptualization, design, documentation, and/or management of centrally administered financial and program audit/assessment projects. Programs/projects may be targeted toward a specific entity/situation, or they may be targeted to a specific development problem. Incumbent will also develop concept papers, project authorizations, and project amendments, in line with Agency regulations and guidance.

B. EVALUATION/SELECTION CRITERIA:

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

Education: A Bachelor's degree in Accounting, Audit Management, Business Administration, Financial Management, Economics, Public Administration or other relevant social science field is required. A Master's degree in the above educational streams along with a CPA or a Chartered Accountant certificate is highly desired. Academic degrees must have been completed at the time of application to be considered.

Work Experience: At least seven years of progressively responsible experience in audit and financial management is required. The prior work experience should include knowledge in the audit arena at the equivalent organizational level of a "Senior Auditor" or higher management position within a Certified Public Accounting firm. Experience working in an overseas environment in developing countries is desirable.

Language Proficiency: Level IV (Fluent) speaking/reading/writing of English language is required.

Knowledge: Incumbent must have an in-depth knowledge and understanding of pertinent regulations and procedures relating to budgeting, auditing, procurement, accounting and financial management. Knowledge of U.S. or generally accepted international audit standards with a strong financial and managerial knowledge is needed to provide technical assistance in the core areas of public financial management to include accounting, budgeting and reporting, human resources, procurement, and monitoring and evaluation. Extensive knowledge of activity design, implementation, management, and evaluation of high value development programs in a conflict, post conflict, or development environment is needed..

Skills and Abilities: Incumbent must have an ability to evaluate financial aspects of activities, institutional capabilities and adequacy of their accounting systems and controls. Incumbent needs to have excellent interpersonal skills to work effectively in a multicultural team environment with an ability to achieve consensus on project and administrative matters. Incumbent must also have the ability to apply sound professional judgment in a professional and mature manner with an ability to conceptualize, analyze, identify problems and develop amicable solutions.

Incumbent must have a demonstrated ability in preparing independent analysis, interpretation, and presentation of complex data orally and in written formats before multiple international stakeholders. Competency in using MS Office suite is a must.

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 on 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-13. 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 (RRBs) or three R&Rs and no RRBs.

The Personnel Service Contract (PSC) for this position will entitle 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: 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 clearance 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 Personnel Service Contract (PSC) is normally authorized to receive 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 and life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual and 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 Senior Financial Management Specialist (TCNPSC) "OFM14-000112" to:
AfUSAIDJobs@state.gov

Attention: USAID/Afghanistan
 Human Resources Office

Applicants may submit an application against this solicitation at any time but prior to the closing date mentioned above unless revised. **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