

<b>SOLICITATION NUMBER:</b>		SOL-306-14-000113/OEGI
1.	<b>ISSUING DATE:</b>	September 24, 2014
2.	<b>CLOSING DATE:</b>	October 07, 2014
3.	<b>POSITION TITLE:</b>	<b>Program Analyst (Budget)</b>
4.	<b>NUMBER OF POSITIONS:</b>	One
5.	<b>MARKET VALUE:</b>	GS-11 (\$50,790 - \$66,027)
6.	<b>ORGANIZATIONAL LOCATION OF POSITION:</b>	USAID/Afghanistan
7.	<b>DIRECT SUPERVISOR:</b>	USAID/Afghanistan, Office of Economic Growth and Infrastructure (OEGI) Management and Program Analyst (Budget Team Leader) and the Division Chief for Program Management
8.	<b>SUPERVISORY CONTROL:</b>	Minimal.
9.	<b>PERIOD OF PERFORMANCE:</b>	13 months with an option for renewal
10.	<b>SECURITY ACCESS:</b>	Employment Authorization for Third Country National
11.	<b>AREA OF CONSIDERATION:</b>	Third Country National Personal Service Contractor (TCNPSC)

**A. BASIC FUNCTIONS OF THE POSITION**

The Program Analyst (Budget) supports and advises the Office of Economic Growth and Infrastructure (OEGI) budget team by providing expert budget development and management guidance in support of the OEGI strategy and program design and management process. The Program Analyst (Budget) assists on the programming and management of OEGI/Afghanistan's annual budget. The position requires a broad knowledge of administrative and managerial techniques, and awareness of and ability to maintain collaborative relations with specialists of various disciplines. Advance planning and preparation are key, as well as ability to respond to new requirements on extremely short notice.

**Major Duties and Responsibilities:**

The Program Analyst (Budget) supports the OEGI Management and Program Analyst (Budget Team Leader), and provides expert budget development and management guidance in support of USAID's strategy and program design and management process.

**Budget Formulation, guidance and support**

Under the guidance of the Management and Program Analyst (Budget Team Leader), provides guidance and assists OEGI Management and Program Analyst (Budget Team Leader) in the development of current and out-year budgets; ensures that technical offices are engaged in program budget planning and development, and that the final budget reflects Mission strategies, Mission needs and Front Office's priorities.

The incumbent will provide analysis and assistance to the Management and Program Analyst (Budget Team Leader) in the creation and application criteria for allocation of funds to programs and projects; the incumbent will assist with annual Operational Plan (OP) budget data entry, review and ensures accuracy of budget data as the Management and Program Analyst (Budget Team Leader) works with the OEGI technical and program officers. The incumbent will also support the Management and Program Analyst (Budget Team Leader) in coordination and submission of the annual Operational Plan, Performance Plan and Report processes. This position also supports the Management and Program Analyst (Budget Team Leader) in coordination of budgetary information for the OEGI annual/biannual program portfolio reviews.

The incumbent works under the supervision of the OEGI Management and Program Analyst (Budget Team Leader) to set standards for budget documents, spreadsheets, narratives and database management and assists the Management and Program Analyst (Budget Team Leader) in organizing the use of budget tools and practices. The incumbent further assists in the drafting of congressional notifications, developing and editing of obligation documents, action memos, waivers and other documents needed for budget decisions.

The incumbent coordinates the preparation and approval of a wide range of budget and project design/implementation documents, which include: action memo clearance packages, waivers, annual operational plans and performance reports, quarterly accrual exercises, requisition actions, audit tracking, special request reports, and other project administrative requirements.

The incumbent Provides expert financial advice, analysis and recommendations on financial feasibility of activities, and provide alternatives when appropriate. He/she assists technical and subordinate staff in complying with relevant USAID and U.S. government financial, budget, and procurement requirements. The incumbent also provides formal and informal training to staff in area of budget analysis and management.

The incumbent supports technical staff with project design, modifications and close-out; coordinate requesting actions for new actions and amendments to existing awards. He/she advises and assists the Management and Program Analyst (Budget Team Leader) in the development of current and out-year budgets, and that the final budget reflects OEGI needs and Front Office's priorities; informs the application of the current year Operational Plan budget to technical programs and projects; assists in the creation and application criteria for allocation of funds to programs and projects; and drafts the budget justification documents and develops the annual calendar of budget actions that will ensure effective management of the budget.

### **Funds Use and Tracking**

The incumbent reviews budget tables for accuracy and content, analyzes information and issues and supports the budget team in the oversight, application of budget rules and policy, provides technical guidance and assists OEGI Management and Program Analyst (Budget Team Leader) in organizing and coordinating formal reviews of pipeline and budget develops and/or edits obligation documents, action memos, waivers and other documents needed for budget decisions and rafts or edits Congressional Notifications.

The incumbent must be able to use judgment and creativity in interpreting and adapting guidelines and, in many instances, must establish criteria and propose new programs for resolving unyielding problems. The ability to complete assigned tasks, and respond to new requirements on extremely short notice is needed.

The incumbent must have an advanced knowledge of the concepts, principles, and practices related to U.S. Government (USG) budget cycle, systems and financial management; experience in developing obligation documents, action memos, waivers and other documents needed for budget decisions; ability to analyze budget operations, assess and evaluate operational effectiveness, identify and recommend solutions, and improve methods of implementation.

### **B. EVALUATION/SELECTION CRITERIA:**

Candidates will be evaluated based on the following selection criteria:

- a) **Education:** A Bachelor's degree in any of the following fields of study i.e Accounting, Finance, Economics, Business Administration and/or a related field is required. A Master's degree in any of the above or related area is desired.
- b) **Work Experience:** At least five years of experience in developing, managing and evaluating development programs including strategic planning and performance performance-based management, budgeting, project design and feasibility is required.
- c) **Language Proficiency:** Level IV (Fluent) of English-language speaking/reading/writing capability is required.

- d) **Knowledge:** Demonstrated knowledge of broad, multi-sectoral development issues and familiarity with two or more of the following sectors or program areas is needed: economic growth, private sector development, budget and cost benefit/expenditure analysis, commercial financial institutions. The incumbent must have an expert knowledge of the concepts, principles, and practices related to budget cycle, systems and financial management; experience in developing obligation documents, action memos, waivers and other documents needed for budget decisions.
- e) **Skills and Abilities:** The incumbent must have the ability to analyze budget operations, assess and evaluate operational effectiveness, identify and recommend solutions, and improve methods of implementation; and the ability to make cogent arguments clearly and succinctly in written and oral presentations, effectively facilitate discussions and/or meetings. The incumbent must have evidence of initiative and proactive engagement with colleagues to complete assigned tasks in accordance with agreed timetables and ability to work effectively as a member of a multi-disciplinary, multi-cultural team.

The incumbent must establish and maintain working relationships within the OEGI budget team, all support offices, and technical offices. The incumbent must also have excellent command in MS Office suite, and the ability to use internet search engine to facilitate information gathering, research and dissemination.

**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 Thread (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-11. 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.**

**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: 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) pertaining 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 “**Program Analyst (Budget)** (TCNPSC) SOL-306-14-000113/OEGI” to: [AfUSAIDJobs@state.gov](mailto: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](mailto: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