



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: December 2, 2013  
CLOSING DATE: December 16, 2013  
SUBJECT: Solicitation No. SOL-306-14-00012/OM/EXO for Third Country National Personal Service Contractor (TCNPSC) **Lead Support Services Specialist**

Ladies/Gentlemen:

The United States Government, represented by the U.S Agency for International Development (USAID), is seeking applications from qualified individuals interested in providing the TCNPSC services as described in the attached solicitation. For further information please visit <http://afghanistan.usaid.gov>

Submission shall be in accordance with the attached information and applications should be submitted electronically to [afpakjobs@usaid.gov](mailto:afpakjobs@usaid.gov) **and** [AfUSAIDJobs@state.gov](mailto:AfUSAIDJobs@state.gov)

This solicitation will remain open until close of business of December 16, 2013.

Any questions about this solicitation may be directed to Blein Mesele at [KabulAIDHIR@state.gov](mailto:KabulAIDHIR@state.gov).

Sincerely,

Susan Easley  
D/Executive Officer  
USAID/Afghanistan

**Solicitation No. SOL-306-14-00012/OM/EXO  
Lead Support Services Specialist (TCNPSC)**

<b>SOLICITATION NUMBER:</b>		SOL-306-14-00012/OM/EXO
1.	<b>ISSUING DATE:</b>	December 2, 2013
2.	<b>CLOSING DATE:</b>	December 16, 2013
3.	<b>POSITION TITLE:</b>	<b>Lead Support Services Specialist</b>
4.	<b>NUMBER OF POSITIONS:</b>	One
5.	<b>MARKET VALUE:</b>	GS-10 (\$45,771 - \$59,505)
6.	<b>ORGANIZATIONAL LOCATION OF POSITION:</b>	USAID/Afghanistan
7.	<b>DIRECT SUPERVISOR:</b>	USAID/Afghanistan, Deputy Executive Officer
8.	<b>SUPERVISORY CONTROL:</b>	Minimal. The incumbent is expected to act independently with little direction.
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)

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**POSITION DESCRIPTION: Lead Support Services Specialist OM/EXO- 14/00012**

**A. BASIC FUNCTIONS OF THE POSITION**

In this capacity, the incumbent organizes USAID GSO work priorities for multiple EXO support offices and serves as the alter ego to the US Direct Hire (USDH) Deputy Executive Officer. She/he reviews and pre-approves virtually all actions for the Deputy Executive Officer's attention, assigns, and follows up on all management operations to ensure they are carried out properly and within appropriate time limits.

Incumbent works very closely with the Deputy Executive Officer and assists with the coordination and/or performance of the functions of the following sections on a daily basis: Property Management, Facilities (Safety and Health/Maintenance – in coordination with GSO); USAID Travel; GSO Travel; Procurement; GSO Shipping; GSO Motor Pool, Communications and Records (C&R); and other duties as assigned in support of all EXO activities.

The incumbent exercises good judgment (often during periods of stress and limited time frames), in making decisions and providing advice on USAID management policies, contracting practices, and when providing personal counseling and/or advice to employees. She/he uses sound judgment in making management decisions and in the formulation of expert opinions and advise to senior management in collaboration with or in the absence of the Deputy Executive Officer.

The incumbent maintains contacts at all levels within USAID and the Embassy, other agencies, and with Washington.

**Major Duties and Responsibilities:**

**A) General Management Services**

Serves as senior advisor and assists the Deputy Executive Officer in planning, directing and administering and management of the sections listed above. She/he is responsible for the monitoring of overall performance of the identified offices and is charged with ensuring that Mission procedures are in compliance with USAID regulations and the United States Government (USG) statutory requirements. She/he is also responsible for management of personnel under her direct supervision, including performance appraisals and recommendations for personnel actions. Under General Services Management, incumbent is responsible for the following functions below:

- Coordination with the US Embassy Afghanistan Motor Pool personnel to ensure proper maintenance of USAID vehicles transferred to ICASS; Vehicle Maintenance and Records Management reported annually through Vehicle Management Information System (VMIS); Customs and Shipping; Monitoring Custodial Staff performance in the USAID Main Building; Occupational Safety; Space Management; Tracking Utilities utilization.
- Ensuring that mileage, fuel and repair costs for USAID consolidated vehicles are tracked by the US Embassy Motor Pool staff; Ensures that Vehicle Maintenance and Records are current and that all required reports are completed and submitted to Washington M/OMS office in a timely manner.
- Ensures Mission compliance with Occupational Safety and Health Standards.

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- Acts as the focal point on all requests for additional or reconfiguration of office space as needs dictate; Provides management with various options to best meet requirements with available space; and review plans for office moves with the D/EXO and concerned clients to ensure manpower and materials are available at the time moves are scheduled.

**B) Procurement: OE and program-funded NXP and EXP procurement**

Responsible for ensuring that appropriate management controls are in-place and utilized in this area; approves all requests for funds advanced for local petty cash for procurement and for other sections such as shipping and customs; and clears all requests for procurement by clearing and reviewing purchase orders for accuracy and compliance with USAID regulations, prior to submission to Deputy Executive Officer for signature.

In the performance of the duties and responsibilities detailed above, the Incumbent will liaise and consult regularly with a wide range of USAID/Washington offices, US Embassy GSO, FM, and private sector vendors and contractors.

Ensures that the Procurement Section procedures conform with FAR and AIDAR procurement regulations. She/he is also responsible for assisting the Deputy Executive Officer with the development of the Mission's annual procurement plan, in concert with other EXO offices and sections, for submission to Mission management and inclusion in the annual Mission Budget Request.

**C) Housing & Maintenance:**

The Incumbent has complete responsibility for direct coordination with the US Embassy, Kabul GSO and FM offices for the management of all issues related to the consolidated housing pool for USAID personnel in Afghanistan. She/he is responsible for coordinating apartments for incoming USAID senior staff prior to their arrival. With coordination with GSO Housing, ensures that apartments are furnished appropriately and are cleaned prior to occupancy. She/he personally inspects all apartments assigned to USAID senior staff. Develops and maintain close working relationships with GSO and FM housing management staff.

Responsible for the coordination with the US Embassy, Afghanistan GSO and FM Sections for limited residential and office building maintenance, including make ready and routine preventive maintenance for the USAID senior staff apartments. Incumbent conducts periodic inspections of the USAID building to ensure that proper procedures for security, fire prevention, safety and cleanliness are in place and are in compliance with Agency regulations.

The Arrival and Departure Coordinator will oversee preparations to receive new personnel at post, including USAID employees and TDY visitors, USAID contractors, trainers, and VIPs. Incumbent will serve as the USAID liaison to the Embassy Arrival/Departure Unit (ADU), and as the primary point of contact between USAID and the Embassy Visitors' Bureau (EVB), with responsibility for assisting personnel serving as Mission Liaison Officer for USAID VIPs.

**D) Property Management:**

With close coordination with the US Embassy, Kabul GSO and the Washington OMD designated ILMS point of contact, the incumbent will lead the effort for consolidation of non-expendable and expendable property, including office equipment and furniture. She/he ensures that all official and personal non-expendable or expendable property procured by the Missions is properly received, inventoried, and transferred to the ICASS warehouse. He/she will ensure that required

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receiving reports (ICASS or USAID) are accurately completed. In addition, she is responsible for ensuring that all required actions are completed for the proper establishment and maintenance of inventory records for all transferred property. In conjunction with US Embassy, Afghanistan GSO, Incumbent coordinates and plans for disposition of excess or expired property through auctioning, or other disposal means. She/he is responsible for ensuring that adjustment of property records complies with Agency regulations, and the accountability for all disposal sales from item selection, as well as confirming receipt of copies of completed disposal authorization forms for USAID records and future use. She/he also conducts spot checks on agency owned but Embassy maintained property records throughout the year to determine their accuracy and to ensure that all items are accounted for and that actual counts match records.

**E) Policy Matters, Communications and Records (C&R):**

Conducts management analyses and studies as required to effect improvements in USAID GSO management operations. Makes best-practices recommendations to Mission management and applies internal Mission Management Systems and Policies. Analyzes requirements and makes administrative and technical recommendations to Mission management. Continuously evaluates organization and the provision of services to ensure the best utilization of material and human resources. Develops and implements appropriate internal Mission management systems and policies. Assists with drafting of Mission Notices and Mission Orders, and correspondence from the GSO EXO offices dealing with management policies. Assists the Deputy Executive Officer in the development and interpretation of administrative management policies, which must be adapted as appropriate to local customs, and yet be in accordance with Agency and US Government regulation and directives. Provides overall guidance and direct supervision to the C&R Supervisor, Travel Supervisor, Property Manager, and Procurement Agent, and ensures that systems for decentralizing unclassified records for an average of 2000 (estimated) cubic feet annually are established and maintained and retired appropriately.

**B. EVALUATION/SELECTION CRITERIA:**

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

- a) **Education: (10 points)** A Bachelor's degree in Management, Business Administration, Accounting, Public Administration, Marketing or any other related Social Sciences field is required.
- b) **Work Experience: (25 points)** A minimum of five years of progressively responsible professional management/administrative experience involving personnel, operating procedure, contracting, procurement or any combination thereof is required.
- c) **Language Proficiency: (10 points)** Level III (Good Working Knowledge) of English-language speaking/reading capability is required.
- d) **Knowledge: (30 points)** Must have a sound knowledge of basic managerial principals and the ability to apply these principals/practices when applicable, the ability to provide effective leadership and supervision, to include appropriate counseling.
- e) **Skills and Abilities: (25 points)** Must be able to work under pressure managing a variety of administrative, managerial, supervisory and personnel issues. Must have good computer skills. Must have outstanding interpersonal skills to be able to interact with all persons within and outside the Mission. Must be able to deal internally and externally with high

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level officials. Must be knowledgeable and capable of dealing with sensitive issues that may emerge.

**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-10. 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, DoD, and ISAF as relevant. Provincial Reconstruction Team (PRT) and District Stabilization Team (DST) sites are in remote areas of Afghanistan in rugged terrain that requires good physical condition to conduct site assessments.

**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.

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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 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

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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 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/business/business\\_opportunities/cib/](http://www.usaid.gov/business/business_opportunities/cib/)

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 "**Lead Support Services Specialist (TCNPSC) OM/EXO-14-00012**" to: [AfUSAIDJobs@state.gov](mailto:AfUSAIDJobs@state.gov)

Attention: USAID/Afghanistan Human Resources Office  
USAID/Afghanistan

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Applicants may submit an application against this solicitation at any time but prior to December 16, 2013 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](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