

SOLICITATION NUMBER	SOL-306-15-000011
ISSUING DATE	December 17, 2014
CLOSING DATE	December 31, 2014
POSITION TITLE	Human Resources Specialist
NUMBER OF POSITIONS	Single
MARKETING VALUE	GS-11 (\$50,790 - \$66,027) In addition, this post has 35% post differential and 35% danger pay
ORGANIZATIONAL LOCATION OF POSITION	USAID/ Afghanistan
DIRECT SUPERVISOR	Deputy Executive Officer
SUPERVISORY CONTROL	Minimal. Incumbent is expected to act independently with little direction.
PERIOD OF PERFORMANCE	13 months with an option for renewal.
SECURITY ACCESS	Employment Authorization for Third Country National
AREA OF CONSIDERATION	Third Country National Personal Service Contractor (TCNPSC)

Basic Function of the Position:

The incumbent performs a variety of Human Resources and personal services contracting functions related to US, Third Country National, and Foreign Services Nationals Personnel Services Contract (USPSC, TCNPSC and FSNPSC) positions and employees. The incumbent assists the Deputy Executive Officer (D/EXO) in planning, directing and administering the full range of personnel services provided to US Direct Hires (USDH), USPSC, TCNPSC and FSNPSC employees to include awards and staff training, employee evaluation systems, benefits, allowance and counseling, etc. in all USAID worksites in Afghanistan, with special focus on recruitment, position management, and contracting.

Major Duties and Responsibilities:

The Human Resources Specialist has the following primary duties and responsibilities:

1. **American Personnel Program (including US and TCN PSCs):** Interprets regulations and ensures employees are informed of all matters affecting assignments, performance evaluations, leave and retirement policies, health benefits, and insurance allowances. Engages in the Mission's employment program for US and TCN Personal Services Contractors, both long and short term, local hire and off-shore and OE and Program-funded, including obtaining Mission and USAID/Washington clearances, verifying positions to be recruited for, obtaining Global Acquisition and Assistance System (GLAAS) requisitions/modified acquisition and assistance request documents (MAARDs) and other required documents to initiate the employment process, and drafts solicitations and position announcements. Oversees assistance rendered to newly assigned personnel, both before and after arrival, advising on employee services such as housing, commissary privileges, post protocol, and employment possibilities for dependents.

Manages the Mission's check-in process for new arrivals, as well as the check-out procedures for departing employees. Oversees staff coordination with the Embassy on matters relating to notifications of arrival and departure and requests for visas. Fully participates in and coordinates the selection process, and oversees the interviewing, testing and selection of applicants. In consultations with the D/EXO, the incumbent conducts negotiations and prepares or oversees the preparation of PSCs and contract modifications for USPSC and TCNPSC employees, as required, and provides oversight to assure required clearances, contracts and contracts modifications, and personnel actions, including promotions, reassignments, terminations, etc. are in place.

2. **Foreign National Personnel Program:** Engages in the recruitment process for new or newly vacated positions. Oversees/participates in interviewing, testing and selection of applicants. Reviews position descriptions and provides technical guidance and assistance to employees and supervisors on position evaluation matters. Conducts position classification reviews. Participates in the planning of career development for local personnel, including counseling, identification of training opportunities, and development of Mission-specific training programs. Issues personnel

actions and maintain permanent personnel records. The incumbent is relied upon to interpret regulations and to ensure employees are informed of all matters affecting employment and employee placement, personal services contracting, performance evaluation, leave and retirement policies, health benefits, and insurance allowances.

3. **Training and Development Programs Coordination:** Administers the Mission's annual training programs. Oversees the preparation of the annual training plan for all staff. Provides advice and support to the Mission Training Committee in the identification of training needs, allocation of training funds, development of mission and regional training opportunities, and nominations to USAID leadership courses, monitors on-the-job training of employees; e.g., by reviewing training reports submitted by supervisors and trainees themselves, takes follow-up action to assure that employees receive the needed training, answers inquiries about available training, and clarifies eligibility requirements and application procedures. Advises management on comprehensiveness of the benefits and on-going training needs, identifies ways to prioritize training and development programs, provides guidance in developing individual development plans to assist employees in reaching short and long-term career goals, and provides career counseling to employees to assist in identifying realistic career objectives and in determining required qualifications and training.
4. **Awards Program:** Administers the Mission Awards program. Serves as the primary liaison with the Embassy for the Joint Incentive Awards Program. Receives awards nominations and obtains background information related to nominees, screens nominations to ensure that regulations are followed in regards to eligibility and recommended awards, forwards nominations and related information to the Embassy/HR for the Joint Awards Committee decisions.
5. **Reports:** The incumbent prepares, or oversees the preparation of various Mission and USAID HR reports, as required or requested, and oversees the upkeep and maintenance of all HR records.
6. **Classification and Position Management:** Provides management with insight in establishing organizational structures that are efficient, cost effective, support desired grade levels, and facilitate career development. The incumbent is required to apply the full range of position classification and position management principles, policies, concepts, practices, and techniques sufficient to make fine distinctions in the proper crediting of factor levels and ultimate allocations of grade levels to positions, communicate grade distinctions to management with supporting criteria and justification, provide recommendations to management on organizational design with an emphasis on career development principles and practices; and relate position classification to the management process and other HR programs.
7. **Other Duties:** As a member of the HR Team, the incumbent works closely with the travel team members to coordinate arrivals and departures of Mission staff, check-in and check-out processing and clearances.

Ensures that services provided meet all legal, regulatory, procedural, and policy requirements of the specialized personnel program areas. Directs the clerical and administrative functions essential to the processing and documentation of personnel actions. Assists in developing and implementing reorganizations/realignments as needed to reflect changing Mission objectives and priorities. Participates in the preparation of annual budget estimates to assure that personnel requirements and wage adjustments are adequately provided for. Ensures timely and accurate updates to USAID staffing databases. Oversees preparation and issuance of periodic staffing reports. Coordinates with the Embassy on the preparation and review of differential reports, compensation survey report, the post report, and other reports required by USAID and the Department of State.

EVALUATION CRITERIA/SELECTION CRITERIA:

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

Education: A bachelor's degree in management, public administration, business administration, or any other related social science field is required. Courses/trainings in recruitment, position classification, personnel administration or closely related subjects are highly desirable.

Work Experience: A minimum of 5 (five) years of work experience in human resources/personnel or administrative management with USAID or another reputable international organization in a multi-cultural environment is required. Out of the total five years the incumbent must have at least two years of progressively responsible experience in recruitment, contract management, personnel transaction and/or records management. Work experience in a stressful and/or hostile environment is an asset.

Communications: Level IV (fluent) English communications skills in both reading and writing are required.

Knowledge: Demonstrated knowledge of personnel management is required. Good knowledge of US Government Human Resource regulations is desirable. A thorough knowledge of position classification and analysis principles, HR policies and procedures is required. A good knowledge of basic accounting principles to develop sound budgets for PSCs and other complex financial worksheets is needed.

Skills and Abilities: The successful candidate must have the ability to work under a general administrative supervision. The position requires outstanding communications skills, with an ability to analyze, conceptualize and negotiate effectively. The incumbent must possess excellent interpersonal skills with good customer service dexterity. A strong operational and managerial skill with an ability to make mature and sound objective decisions/recommendations is needed. Competency in MS Office suite is a requirement.

Incumbent must have a strong ability to work as a team with superiors, subordinates, colleagues, and partners, both within and outside the Mission.

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.

A. 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 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: Work in the office is mostly sedentary, depending on workload the incumbent may be requested to serve extended work hours and workdays. The 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, and International Security Assistance Force as relevant.

B. GENERAL INFORMATION REGARDING LIVING AND WORKING CONDITIONS IN AFGHANISTAN

Life in Kabul 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.

C. 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.

D. 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).

E. 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. Those documents can be found at this website:

http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc

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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

Solicitation No. SOL-306-15-000011**Human Resources Specialist (TCNPSC)**

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>

F. 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. A current curriculum vitae (CV) or resume. 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.
3. A minimum of three (3) professional 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. At least one reference provided should be a current or former supervisor.
4. A written statement that addresses the Evaluation/Selection Criteria in this solicitation, and how the applicant believes their experience and skills meet or exceed these criteria.

G. APPLYING

All applications must be submitted electronically by e-mail with the subject Human Resources Specialist (TCNPSC) "SOL-306-15-000011" to: AfghanPSCjobs@state.gov.

Attention: USAID/Afghanistan
Human Resources Office

Solicitation No. SOL-306-15-000011

Human Resources Specialist (TCNPSC)

Applicants may submit an application against this solicitation at any time but prior the 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