

SOLICITATION NUMBER	SOL-306-15-000052/OFM
ISSUING DATE	March 23, 2015
CLOSING DATE	April 06 , 2015
POSITION TITLE	Senior Financial Analyst
NUMBER OF POSITIONS	Single
MARKETING VALUE	GS-12 (\$61,486 - \$79,936) In addition, this post has 35% post differential and 35% danger pay
ORGANIZATIONAL LOCATION OF POSITION	USAID/ Afghanistan
DIRECT SUPERVISOR	Deputy Controller
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	<p><b>Third Country National Personal Service Contractor (TCNPSC)</b></p> <p>“Third Country National means an individual:-</p> <p>(i) Who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty (Afghanistan), and</p> <p>(ii) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expense</p>

**Background:**

The Senior Financial Analyst reports directly to the Deputy Controller who in turn reports to the Mission Controller. The USAID/Afghanistan Mission on an annual basis is subject to approximately 60 audits performed by the different audit agencies such as SIGAR, GAO and USAID/OIG. The incumbent is a critical component in the audit management team as he/she, on a daily basis, serves as coordinator for the numerous audit actions generated by these audits. The successful coordination of the audit process reduces the time Mission Management and Technical Teams focus on constantly responding to Congressional inquiries generated by audit reports and recommendations.

**Basic Functions of the Position:**

The incumbent serves as the Senior Financial Analyst and principal financial advisor to the USAID/Afghanistan Controller/Deputy Controller on financial analysis and audit management, and serve as an expert advisor to Mission personnel and development partners in all matters relating to financial management activities including financial reviews and technical assistance consisting of on-site consultations or workshops/seminars for larger groups.

**Major Duties and Responsibilities:**

Under the general policy guidance of the Controller/Deputy Controller, the incumbent contributes to the development and management of the USAID/Afghanistan Controller's Office and will carry out the primary financial analysis functions for Mission program including the management of work performed by local CPA firms under the USAID Recipient-Contracted or Agency- Contracted Audit programs (ADS 591) and provides advice and guidance to USAID/Afghanistan regarding the financial soundness of project activities, and regulatory requirements. The incumbent acts as the final quality assurance verifier for all deliverables (e.g., reports and training modules).

In these capacities, the incumbent's responsibilities and duties shall include, but not be limited to the following functions:

1. Analyze and advice on the financial implementation of projects, and their respective vulnerabilities regarding possible waste, fraud or abuse of funds. Provide advice to Mission personnel and development partners on the financial requirements of procurement instruments. Review proposal awards for compliance with applicable financial laws, regulations, and project or management requirements.
2. Conduct comprehensive financial and administrative management reviews to determine if USAID grantees and contractors are maintaining systems, procedures, and controls necessary to adequately and properly manage and account for USAID funds and assets in accordance with the terms and conditions of grants and contracts. Plan for and provide counterpart institutions with assistance in developing financial, administrative and internal control systems that adequately safeguard resources and ensure statutory and regulatory compliance.
3. Assist in the procurement and evaluation of pre-award surveys to determine if prospective grantees or contractors have adequate financial and administrative management capacity to administer USG

funds, and provide assistance and advice to development partners on the maintenance of records and general financial discipline requirements of USAID.

4. Serve as the primary link between Controller's Office and the SO teams where the analyst is a core member, and ensure that the teams are provided with practical financial advice, analysis and recommendations on the financial feasibility of implementation alternatives.
5. Provides advice and guidance to Mission technical teams and management on the financial soundness of grants and contracts financed by USAID, on financial factors and provisions which must be considered and covered in existing or contemplated grants and contracts, and ensures that project financing and reporting procedures are in conformity with USAID's regulations.
6. Conducts accurate and timely quarterly accruals and reports. Produces a variety of financial reports for review in management decision making related to the administration of Mission program activities. Closely coordinates with the Deputy Controller and others within the Mission's management group on creation of these reports.
7. Assist the Controller/Deputy Controller in the management of the Mission's Audit Management Resolution Program (AMRP). Attends with activity managers all audit entrance and exit conferences and draft and clears on all audit-related Mission correspondence. In addition, the incumbent counsels the Mission on recipient contract audit requirements and results, and maintains the AMRP tracking system to ensure proper, timely closure of all open audit recommendations. Under the general guidance of the Controller/Deputy Controller, the incumbent is primarily responsible for supporting the audit management function of USAID/Afghanistan's Office of Financial Management (OFM) and mentoring OFM's TCN and FSN staff in the effective and efficient execution of OFM's audit management responsibilities. This includes close coordination with USAID's cognizant oversight agencies as well as cognizant offices within USAID/Afghanistan, the Office of Afghanistan and Pakistan Affairs (OAPA), the Management Bureau/Office of the Chief Financial Officer/Audit and State Department's Office of the Coordinating Director for Development and Economic Affairs (CDDEA), in the planning and coordination of audits as well as monitor the status of open audit recommendations.
8. Assist the Controller/Deputy Controller in the development of Mission's annual audit plan to ensure that all required audits of recipients are performed and review audit report findings, as well as coordinate with audit firms and the USAID Office of the Inspector General (OIG) to ensure the timeliness and appropriateness of Mission follow-up actions on audit reports.
9. Prepare independent special analysis, including sensitive or privileged information, and identify potential favorable or unfavorable trends, indications or irregularities and bring them to the attention of the Controller/Deputy Controller.
10. Coordinate the annual Federal Managers' Financial Integrity Act (FMFIA), the follow-up and closure of the Mission's outstanding FMFIA weaknesses, and the documentation updates on audit and FMFIA issues required for the quarterly MCRC meetings.

11. Evaluates the USAID Controller’s office administrative and operating procedures, as requested. Based on such evaluations, makes recommendations as deemed appropriate which would improve the accounting and administrative systems and controls. Assists in the implementation of any recommendations resulting from such evaluation as approved by the Controller/Deputy Controller.

**EVALUATION CRITERIA/SELECTION CRITERIA:**

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

**Education:** Possession of a Bachelor's degree in Accounting, Finance or Business administration, Economics is required. A Master's degree in accounting or other relevant education is desired.

**Work Experience:** A minimum five years of progressively responsible experience in professional accounting, or auditing, or financially oriented business management with public/private accounting firms, non-governmental institutions or a U.S. Government agencies is required.

**Communications:** Candidate must have Level IV (Fluent) speaking/reading of English language with an ability to conduct business in an English speaking environment both verbally and in writing.

**Knowledge:** A thorough knowledge and understanding of professional accounting and auditing principles, theories, practices and terminology as well as the principles and accepted practices of governmental and business financial accounting, budgeting and reporting is required. Incumbent must be completely familiar with financial analysis techniques.

**Skills and Abilities:** Incumbent must have the ability to assess financial viability of programs, to detect the financial strengths and weaknesses of projects and to make independent judgments on institutional capabilities and adequacy of accounting systems and controls. The incumbent must be able to present him/herself in a professional manner as this position entails/requires frequent contact with senior Mission Management, Afghan government officials and contractor personnel. Strong interpersonal skills and an ability to establish and maintain contact; and work well with others are critical factors to a successful job performance. Incumbent must have high level competency in using MS Office Suite to research regulations and guidance, run extensive and advance level complex reports to conduct financial analysis.

**Applicants should carefully review the required experience and education requirements stated in this solicitation to ensure they meet the full set of criteria before submitting an application for consideration.**

**Applicants 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-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.**

**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](http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc)

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>

**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;
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.  
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.

**G. APPLYING**

All applications must be submitted electronically by e-mail with the subject line **Senior Financial Analyst (TCNPSC) "SOL-306-15-000052 /OFM"** to: [AfghanPSCjobs@state.gov](mailto:AfghanPSCjobs@state.gov) .

Attention: USAID/Afghanistan  
Human Resources Office

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. **Only short listed candidates will be contacted.**

**Point of Contact: Any questions about this solicitation may be directed to:** [KabulAIDHR@usaid.gov](mailto:KabulAIDHR@usaid.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

**Solicitation No. SOL-306-15-000052/OFM**

**Senior Financial Analyst (TCNPSC)**

U.S. Embassy  
Great Massoud Road  
Kabul, Afghanistan