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| SOLICITATION NUMBER | SOL-306-15-000062 |
| ISSUING DATE | April 8, 2015 |
| CLOSING DATE | April 22, 2015 |
| POSITION TITLE | Management Specialist |
| NUMBER OF POSITIONS | Single |
| MARKETING VALUE | GS-10 (\$46,691 - \$60,695) In addition, this post has 35% post differential and 35% danger pay |
| ORGANIZATIONAL LOCATION OF POSITION | USAID/ Afghanistan |
| DIRECT SUPERVISOR | Director for Office of Acquisition and Assistance |
| SUPERVISORY CONTROL | Incumbent will be supervising two Foreign Service National Secretaries |
| PERIOD OF PERFORMANCE | 13 months with an option for renewal. |
| SECURITY ACCESS | Employment Authorization for Third Country National |
| AREA OF CONSIDERATION | <p>Third Country National Personal Service Contractor (TCNPSC)</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> |

Basic Function of the Position:

Incumbent is responsible for office organization including the management and procurement of all non-expendable and expendable supplies which establishes the office's need, use and re-order level. The incumbent also coordinates and liaisons with Mission Offices and U.S. Embassy Sections regarding administrative and human resource issues, financial disclosure documentation, security, time and attendance (including all overtime), and on-boarding of all new and Temporary Duty (TDY) Office of Acquisition and Assistance staff (approximately 3 per month).

Incumbent is responsible for the management of all office space, both physical and electronic, including Office of Acquisition and Assistance's official filing systems. To successfully carry-out these duties, incumbent may supervise two Office of Acquisition and Assistance Secretaries with grade levels of FSN-07 as they perform direct support to their OAA operating units. In this capacity incumbent is responsible for their training, both on-the-job and formal, as well as their performance management and provides mentorship on an ongoing basis.

Duties and Responsibilities:

In this position, the incumbent:

- Coordinates OAA's activities on all USAID and U.S. Embassy administrative, procurement, human resources, security, travel, and access systems. Incumbent is a resource and a trainer for all the Office of Acquisition and Assistance US Direct Hires (USDH), Foreign Service Nationals (FSNs), Third Country National (TCN) and Temporary Duty (TDY) personnel as to how these administrative instruments such as WebTA, eCC, eServices, or any other administrative tools, systems and practices work; directs OAA administrative staff to provide high-level customer service to all Mission personnel while providing a remedy to any customer management deficiencies with immediate action; Incumbent will be advising, counseling and mentoring all categories of the office staff in a variety of administrative procedural intricacies. Incumbent will also be required to provide orientation and training to all new OAA staff on the culture of USAID/Afghanistan and Embassy Kabul.
- Coordinates large OAA events across the section and with other Mission Offices to include especially with the General Services Office (GSO). These events include regular implementing partner meetings, monthly procurement meetings, quarterly financial reviews, and other OAA led events. Each of these events requires complex coordination of Embassy space, GSO service requests, and last minute flexibility. This also requires extensive document production, dissemination, and storage in conjunction with relevant US Agency for International Development and US Government rules and regulations.
- Is responsible for collecting and submitting all USDH, TCN, and LES financial disclosure documentation; and serves as the main time keeper for the section with a responsibility to collect and submit all timesheets; maintain time and attendance and leave records for the office;
- Is responsible for receiving all visitors and telephone calls to the Office Director and D/Office Directors. Screens the calls by determining the nature and purpose of the call, and referring calls not requiring the Director's attention to other staff members or handling the matter personally.

When calls must be referred to the Office Director, the incumbent furnishes the Director with information readily obtainable to aid in the discussion.

- The incumbent maintains the Office Director and D/Office Director's daily calendar, making appointments and arranging conferences, meetings and travel without specific prior approval, based on knowledge of their respective schedules. On own initiative, makes arrangements for such meetings by reserving space, setting the specific time, and contacting all personnel expected to attend. If necessary, arranges for transportation. Incumbent transmits agenda and all necessary background material to participants and advises them of the topics to be discussed. This includes preparing an agendum, notifying participants, and arranging representational events and similar matters; develop background information and composing of drafts of introduction and talks to be presented at various meetings by the Director.

Incumbent will attend and record the minutes of meetings which are later summarized and distributed; check and ensure that commitments made at the meetings are met and keep the Office Director abreast of the status. In the case of where the Office of Acquisition and Assistance is to host large meetings, incumbent arranges a secure meeting place on station, writes letters to the group concerning such matters as security requirements; makes necessary arrangements, takes dictations and provides secretarial assistance and follows up on needed actions of the meetings proceedings.

- The incumbent composes and transcribes complex official correspondences, various types of letters, highly technical documents, OAA procurement related reports and routine office reports in line with the Agency's and OAAs communication protocol. Furthermore, incumbent records and transcribes the minutes of the section's Technical Team meetings as directed; prepares the minutes for distribution singling out the action items and follows up as required. Incumbent is responsible for spelling, punctuation, grammar, and format of the completed work.
- Incumbent receives and/or manages all incoming and outgoing mail/correspondences for OAA and maintains a daily log of all official mails. Determines whether correspondence should be brought to the attention of the Director or the D/Directors or referred to appropriate personnel, or handled personally. Incumbent controls all correspondence and supervises the completion of routine correspondence and reviews all outgoing correspondences for adherence to format, spelling, and style.
- Oversees the provision of International Cooperative Administrative Support Services (ICASS) to OAA ensuring that OAA is sufficiently clean and clear of debris, well stocked with office supplies anticipating the various needs of the office; ensure the office equipment is used by the office staff only, maintained and serviced as needed.
- Serves as the OAA point of contact for all new arrivals and temporary duty staff, following up on all e-Country Clearances (eCC), Regional Security Office (RSO) approvals, housing, computer access requests, office assignments, and all other human resource procedures to help new employees begin their service in OAA;
- Maintain comprehensive knowledge of the Mission's policies and views on all significant matters affecting OAA that would enable the incumbent to perform duties such as: developing materials for the Office Director or his designee speaking engagements, including ascertaining

subject matter, developing background information and preparing outlines for speeches; briefing or advising staff members or persons of the Office Director's views.

- Ensure the Office's official records to include but not limited to: official agreement files, reports, directives, notices are and appropriately tracked, maintained and retired in accordance with the Agency's regulation and in coordination with EXO-C&R. Furthermore, incumbent will be responsible to oversee and administer the maintenance of current and up to date data base for the control of all documents and written communications received by the A&A Office and initiates follow-up when needed.

EVALUATION CRITERIA/SELECTION CRITERIA:

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

Education: A Bachelor's degree in management, business administration, communication, public administration, international relations, English literature or related social sciences or liberal arts discipline is required. A Master's degree in any of the specified areas is desirable.

Work Experience: Incumbent must have a minimum of five years' experience working as an Administrative Specialist or Executive Secretary to an upper management with public/private institutions, non-governmental organizations and/or Diplomatic Missions. Incumbent must have a demonstrated grasp of administrative concepts, principles, and practices sufficient to perform duties independently such as eliminating system conflict and duplication of efforts in extensive office procedures, determining effective work processes and establishing internal efficient process-mapping for administrative management.

Communications: Level IV (Fluent) speaking/reading of English language is required.

Knowledge: Incumbent must have the ability to understand all USAID and U.S. Embassy-Kabul administrative and procurement procedures, processes, and programs. The incumbent for this position should be knowledgeable in the matters related to diplomatic protocol, flexible and able to work long hours. Thorough knowledge of standard office procedures and practices, standard administrative practices for the operation of senior management offices, and protocol and social etiquette in dealing with senior officials is required.

Thorough knowledge of English grammar, spelling, and punctuation; records management both electronic and physical is, required. Thorough knowledge of USAID and State department operation requirements and formats; familiarity and understanding of the entire USAID/Afghanistan OAA portfolio and a fundamental understanding of development problems facing Afghanistan are desired.

Skills and Abilities: Ability to function as the confidential Management Specialist for the Director of OAA is required. As such, the position requires excellent interpersonal skills, tact, and courtesy to maintain cordial and effective contacts with senior US Embassy and USAID staff, as well as Afghan and other officials who work with OAA. Position requires sound analytical skills and judgment to evaluate and interpret data, priorities and to determine the most effective method of approach.

Initiative, flexibility, good organizational skills, strong judgment, and demonstrated ability to work under pressure are mandatory requirements for this position. Incumbent is required to have the ability to establish work priorities, meet the varying work needs of OAA within the Mission, meet deadlines and identify and implement appropriate actions in order to streamline office processes. Furthermore, position plays a significant advisory role to all OAA staff for issues ranging from moderate to complex administrative procedures and requirements and due to this fact position requires exceptional customer-service skills, patience, self-reliance, and initiative are needed.

Extensive computer experience in Word, Excel, and email software is essential. In addition, detailed knowledge of USAID/State specific administrative systems such as Web TA, E2 Travel, e-Services, and GLAAS is considered as an advantage.

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.

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 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-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.

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

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 06-12 Homeland Security Presidential Directive-12 (HSPD-12) Implementation
- AAPD 06-10 PSC Medical expense payment responsibility
- AAPD 06-07 AIDAR, Appendix D: Contract budget, salary determination and salary increase
- AAPD 06-08 AIDAR Appendices D and J: Using the Optional Schedule to Incrementally fund Contracts
- 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 01-10 Revision of medical clearance process – PSC with U.S. Citizens
- 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
- CIB 98-14 Change in Required Application Form for USPSCs
- CIB 98-16 Annual Salary Increase for USPSCs

- 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 93-17 Financial Disclosure requirements under a Personal Services Contract

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 Management Specialist (TCNPSC) “SOL-306-15-000062” to: 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. **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

Solicitation No. SOL-306-15-000062

Management Specialist (TCNPSC)

USAID/Afghanistan
U.S. Embassy
Great Massoud Road
Kabul, Afghanistan