

**Solicitation No. SOL-306-15-000080/OEGI
(TCNPSC)**

Management and Program Analyst

SOLICITATION NUMBER	SOL-306-15-000080/OEGI
ISSUING DATE	July 09, 2015
CLOSING DATE	July 22, 2015
POSITION TITLE	Management and Program Analyst (Budget)
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	Supervisory Program Officer
SUPERVISORY CONTROL	Directly supervises three Foreign Service National staff
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> <ul style="list-style-type: none"> (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 (ii) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expense.

Background:

The Management and 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 USAID strategy, program design and management process. Position assists on the programming and management of USAID/Afghanistan's OEGI 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 is required for the position.

Basic Functions of the Position:

The incumbent serves as the Management and Program Analyst (Budget) for OEGI's four-person Budget Team, and reports directly to the OEGI Supervisory Program Officer.

The incumbent provides expert advice and services to support OEGI in planning, implementing, managing and monitoring the office's Economic Growth and Infrastructure portfolios. The incumbent leads the preparation and Mission's approval process for a wide range of OEGI budget and project design/implementation documents. This includes: action memo clearance packages, waivers, annual operational plans, and annual performance reports, Global Acquisition and Assistance System (GLAAS) requesting actions, audit tracking, special request reports, and other project administrative requirements. This position leads all budget support for the Office's two divisions, Economic Growth (EG) and Infrastructure, and supervises three Foreign Service National (FSN) staff.

The incumbent establishes effective working relationships within USAID and the United States Government (USG) as well as the Government of Islamic Republic of Afghanistan (GIROA) and international community, when appropriate. The nature of the position requires that the individual be highly knowledgeable of USAID's development assistance programs, policies, and budget in order to effectively represent the Agency among the various entities.

Major Duties and Responsibilities:

The Management and Program Analyst (Budget) provides expert budget development and management guidance in support of USAID's strategy and program design and management process for the Office of Economic Growth and Infrastructure (OEGI).

Budget Formulation, guidance and support:

The incumbent manages all budget support for Office of Economic Growth (EG) and Infrastructure Divisions. 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, GLAAS requesting actions, modifications and close-outs; coordinate requesting actions for new actions and amendments to existing awards; audit tracking, special request reports, and other project administrative requirements. The incumbent convene and lead regular meetings, in conjunction with the Offices of Acquisition and

Assistance, Financial Management, and Program and Project Design Offices to address budget, project design, and overall program strategy that will be affecting and impacting the office.

The incumbent will be responsible for organizing and overseeing development and use of budget tools and practices and the development of application criteria for allocation of funds to programs and projects; advising of the OEGI management on the development of current and out-year budgets, ensures the budget team is engaged in the process and ensure that the final target budget reflects Mission's need and Front Office priorities and devise tools to assist USAID management in planning, budgeting, and forecasting resources and funding requirements. The incumbent appraises the OEGI management of the application of the current year Operational Plan budget for technical programs and projects.

The incumbent ensures the accuracy of budget data maintenance (i.e. Implementing Mechanism allocation and Key Issue attribution) in FACTS Info is maintained. Incumbent supports the budget team in coordination and submission of the annual Operational Plan and Performance Plan and Report processes and as well supports the coordination of OEGI annual/biannual program portfolio reviews. Incumbent drafts the budget justification documents (reclaims, impact of budget changes on programs, etc.) and develop the annual calendar of budget actions that will ensure effective management of the budget.

Funds Use and Tracking:

The incumbent leads the coordination efforts with OEGI contractors and grantees to strengthen their financial and program reporting in order to meet increasing information requests from Congress, auditors, and external/internal audiences.

The incumbent provides direct mentoring/training to OEGI technical specialists and FSN budget and administrative assistants in the areas of budget analysis and management, audit tracking and response, and financial management of contracts/grants. Provide expert financial advice, analysis and recommendations on financial feasibility of activities, and provide alternatives when appropriate. Assist technical and subordinate staff in complying with relevant USAID and U.S. government financial, budget, and procurement requirements. Provide formal and informal training to staff in area of budget analysis and management.

The incumbent further assumes responsibility in coordinating responses to budget and other program information requests and draft official correspondence; advise OEGI management on issues affecting EG and Infrastructure planning, development, budgeting, procurement, implementation, monitoring and evaluation, and the status of ongoing activities as they relate to achievement of results. 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.

EVALUATION CRITERIA/SELECTION CRITERIA:

Applicants will be evaluated based on the following selection criteria:

- a) **Education:** Bachelor's degree in accounting, finance, business administration, or a similar field is required. A Master's degree in a related field is desirable.
- b) **Work Experience:** The incumbent must have at least five years' experience in developing, managing and evaluating development programs including strategic planning and performance performance-based management, budgeting, project design and feasibility study is required. Incumbent must have Incumbent must have a demonstrated experience in project design, implementation and evaluation.
- c) **Communications:** Level (IV) Fluent speaking/reading of English language.
- d) **Knowledge:** Advanced knowledge in budgeting concepts, principles, and practices related to budget cycle, formulation, budget management in program/project planning and implementation. Incumbent must possess strong operational, managerial skills with a demonstrated ability to effectively and efficiently manage resources, e.g. staff, budgets, equipment, and procurement policies/practices. Incumbent must also have a demonstrated knowledge on performance management systems and project monitoring and evaluation.

A demonstrated ability to communicate professionally and effectively, both orally and in writing, at the highest levels is required. Strong analytical and writing skills are necessary; specifically experience in the independent analysis, interpretation, and presentation of complex data in both oral and written form, and in precise, accurate, clear and complete formats is required.

Incumbent must also have a strong ability to work effectively within a multi-cultural environment and with superiors, subordinates, colleagues and partners; both within and outside of the U.S. government is required.

- 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. 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.

S/he must establish and maintain working relationships within the OEGI budget team, all support offices, and technical offices. Incumbent must have excellent command in MS Office suite, and the ability to use internet search engine to facilitate information gathering, research and dissemination. A demonstrated maturity, stability, objectivity, resourcefulness, adaptability and sound professional judgment is required.

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 (13) 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 of Foreign Affair Counter Thread (FACT) and Afghanistan Familiarization Course (FAM) before proceeding to Kabul, Afghanistan 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 and within the salary range under the GS-Scale.

Trial (Probationary) Period - Reference to Title 5: Administrative Personnel; PART 301—OVERSEAS EMPLOYMENT; Subpart B—Overseas Limited Appointment employees hired under General Service Schedule (GS) are required to complete a typical one year probation period from entrance on duty (EOD) date. Further continued employment with the USAID/Afghanistan is contingent upon the employee's obtaining acceptable level of performance competence and attestation by the designated supervising official.

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 (RRB) 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, Department of Defense (DoD), and International Security Assistance Force (ISAF) as relevant.

B. 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 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 USG Secret Security Clearance by the Security Office, and a Department of State Class I Medical Clearance.

D. BENEFITS AND ALLOWANCES:

As a matter of policy and as appropriate, a Personnel Service Contract (PSC) is normally authorized to the benefits and allowances listed in this section.

A. BENEFITS:

- 1. Federal Insurance Contributions Act (FICA)
- 2. Contribution toward Health & life insurance
- 3. Pay Comparability Adjustment
- 4. Eligibility for Worker's Compensation
- 5. Annual and Sick Leave
- 6. Access to Embassy medical facilities, commissary and pouch mail service as per post policy

B. 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).

C. FEDERAL TAXES:

United States Personnel Service Contracts are not exempt from payment of Federal Income taxes under the foreign earned income exclusion.

E. CONTRACT INFORMATION BULLETINS

General Provisions in USAD regulations and contract.

- AAPD 10-03 AIDAR, Appendix D: Implementing Benefits for same-sex domestic partners of USPSCs
- AAPD 10-01 Personal Services Contracts – Changes in USG Reimbursement Amounts for Health Insurance and Physical Examination Costs
- AAPD 06-12 Homeland Security Presidential Directive-12 (HSPD-12) Implementation
- AAPD 06-11 Home Leave and Revised General Provision 5, Leave and Holidays
- AAPD 06-10 PSC Medical expense payment responsibility

AAPD 06-08	AIDAR Appendices D and J: Using the Optional Schedule to Incrementally fund Contracts
AAPD 06-07	AIDAR, Appendix D: Contract budget, salary determination and salary increase
AAPD 06-01	Medical evacuation insurance
AAPD 05-02	Clarification of Policy for Personal Services Contracts with Anticipated Contract Performance Periods Exceeding Five (5) Years
CIB 01-10	Revision of medical clearance process – PSC with U.S. Citizens
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 00-08	Revision of Competitive Process – PSCs with U.S. Citizens
CIB 00-03	FICA & Medicare Tax Rates for Personal Services Contracts
CIB 98-23	Guidance regarding Classified Contract Security and Contractor Personnel Security Requirements
CIB 99-22	PSC Policy
CIB 98-16	Annual Salary Increase for USPSCs
CIB 98-14	Change in Required Application Form for USPSCs
CIB 98-11	Determining a Market Value for Personal Services Contractors Hired under Appendix D.
CIB 97-17	PSC's with U.S. Citizens or U.S. resident aliens
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
CIB 93-17	Financial Disclosure requirements under a Personal Services Contract
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. 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 (cover letter) 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 “**Management and Program Analyst (Budget) (TCNPSC) SOL-306-15-000080/OEGI**” to: AfghanPSCjobs@state.gov.

Attention: USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation at any time but prior close of business July 22, 2015 (Kabul Time) 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@usaid.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation. Application must be submitted only to the email address stated under “Applying”.

Place of Performance

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