

SOLICITATION NUMBER	SOL-306-15-000239/OAA
ISSUING DATE	August 26, 2015
CLOSING DATE	September 08, 2015
POSITION TITLE	Partner Vetting Support Specialist
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 Director for Office of Acquisition and Assistance (OAA)
SUPERVISORY CONTROL	Incumbent will be a team leader for the Foreign Service National Acquisition and Assistance Assistants (Vetting Support) and will provide guidance, training, and experience-based Knowledge.
PERIOD OF PERFORMANCE	12 months until December 2016 with no option for renewal.
SECURITY ACCESS	Secret level clearance. The selected applicants must be able to obtain USG Secret Security Clearance by the Security Office and will be requested to apply for a TS/SCI (Top Secret/Sensitive Compartmented Information), and a Department of State Class I Medical Clearance.
AREA OF CONSIDERATION	U.S. CITIZENS/U.S. RESIDENT ALIENS ONLY. “U.S. Resident Alien”, shall mean an alien immigrant, legally resident in the United States, the Commonwealth of Puerto Rico, or the possessions of the United States, and having a valid “Alien Registration and Receipt Card”

Background:

USAID/Afghanistan employs procedures to ensure that the Mission's acquisition and assistance programs do not inadvertently provide support to insurgents, criminal patronage networks, corrupt powerbrokers, or other malign actors in Afghanistan. Mission Order 201.05 established a Vetting Support Unit (VSU) whose responsibility is to screen prospective non-US awardees and sub-awardees expected to receive \$25,000 or more in USAID funds. Located in USAID's Office of Acquisition and Assistance (OAA) Vetting Support Unit (VSU) in Kabul, Afghanistan, the incumbent will serve as the Partner Vetting Support Specialist. The incumbent will report to the Deputy Director of OAA and will seek guidance from the Vetting Official based in Washington, DC for technical and policy matters. The core responsibilities for this position are supervising the local staff and managing the day-to-day activities of the VSU while also communicating effectively with USAID's leadership, technical offices, and implementing partners. The position requires in-depth knowledge of USAID/Afghanistan awards. The incumbent must be able to work independently and effectively manage the VSU.

Basic Functions of the Position:

The Partner Vetting Support Specialist is the team leader for VSU actions within USAID/Afghanistan, with a particular focus on administering the VSU's day-to-day responsibilities, reviewing and acknowledging vetting inquiries from implementing partners, Mission technical offices, and Mission and Washington leadership. The incumbent will be readily able to apply supervision, guidance, and mentoring to local staff and is responsible for ensuring that vetting requests are properly received, reviewed, and processed in a timely manner.

Major Duties and Responsibilities:

The core responsibilities of the incumbent of this position will be to supervise the local staff and manage the daily inflow of new vetting requests, while also managing vetting priorities to be communicated and coordinated with the Vetting Official and USAID/Afghanistan's dedicated security analysts. The incumbent's role will be critical to ensuring that vetting requests received are complete and accurate prior to being entered into the Partner Vetting System database and submitted to the security analysts for vetting. Finally, the incumbent will also be responsible for assisting in the coordination of receiving the security analysts' recommendations of ineligibility and scheduling classified meetings with the Vetting Official and Mission's Anti-Corruption and Terrorism (ACT) Committee so that a final vetting determination can be made.

The incumbent's responsibilities involve a wide range of administrative actions, including: responding to implementing partners and Mission questions on the status of vetting requests; expediting vetting requests; drafting formal responses to USAID and other U.S. Government audits; processing vetting requests in the Partner Vetting System database; and sending eligibility notices to implementing partners. The incumbent will serve as the official liaison between the Vetting Support Unit and the Vetting Official. In close collaboration with the Vetting Official, the incumbent will coordinate with USAID/Afghanistan's security analysts, Department of Defense's Task Force 2010, and the U.S. Embassy's Interagency Vendor Vetting Working Group.

Vetting (50%)

The incumbent will manage the vetting process, with assistance from the Vetting Official when needed, from receipt of vetting requests through the determination of final vetting results, to include managing vetting results in coordination with security analysts. In addition, the incumbent will participate in the Embassy's Interagency Vendor Vetting Working Group, to facilitate the exchange of information needed by Mission management to make vetting-related decisions.

The main tasks under this area of responsibility include the following:

- Provides oversight responsibilities for the vetting database and the vetting process, providing data quality oversight from the receipt of the vetting request in the VSU through the receipt of vetting results from security analysts.
- Assists Office Directors, Contracting Officers (COs)/Agreement Officers (AOs), and Contracting Officer's Representatives (CORs)/Agreement Officer's Representatives (AORs) in determining vetting priorities under their respective portfolios. Maintains a system that tracks priorities, and communicates with the Vetting Official and security analysts on these priorities.
- Creates and presents reports on vetting issues, as requested by management. Verifies vetting results with the security analysts to determine final vetting status. Following a final determination, reports any findings and ensures that updates of the vetting results are recorded in the Partner Vetting System database. Reviews vetting details in conjunction with the security analysts to determine vetting results for an awardee for which a vetting issue was reported.
- Generates reports for Mission Management to analyze different aspects of awardee data, vetting results, award details, and other statistical information. As required, gathers data and prepares status reports including analysis of problems and recommendations for corrective actions, as well as addressing audit calls.
- Prepares background documents and briefs Deputy Mission Director. The incumbent may serve as the USAID representative to working groups and task forces dealing with vendor vetting and other relevant issues.
- Prepares background documents and briefs for USAID officials in Afghanistan and Washington on the vetting process.
- The incumbent will manage and oversee the quality and integrity of potential awardees' information entered into the vetting database, including initial entry/verification of vetting data, verification of potential awardees' vetting status, submission of vetting or sub-vetting request, entry/update of award and sub-award data, coordination of additional information requests, and communication of vetting results.

Supervisory and Staff Development (20%)

The incumbent will provide management and supervisory oversight on all aspects of the VSU staff in coordination with the Vetting Official.

- Supervises and leads multiple local Vetting Support Assistants; assigns workload among vetting staff.

- Reviews work product for compliance and accuracy and ensures the work product of the office meet the Mission's and/or all stakeholder's policy and regulatory requirements and standard.
- Develops expertise in all service areas supported by the Vetting Support Unit staff and mentors and cross-trains subordinates in all service areas. Mentors staff in developing good customer service and effective working relationships with the implementing partners, Mission staff, and the security analysts as well as Government of Afghanistan officials, as appropriate.

Administrative responsibilities, mentoring, training and capacity building (30%)

The incumbent will approve or reject requested leave, over-time, etc. for local Vetting Support Assistants, as appropriate. The incumbent will also be responsible for signing the local staff's timesheets at the end of every pay period.

The incumbent will be responsible for assisting in training Mission staff and implementing partners on various program support policy and procedures. Under the direction of the Vetting Official, the incumbent designs and implements on a recurring basis, training programs for the Mission staff and implementing partners on vetting procedures, policy changes, vetting updates, and all other topics related to vetting as necessary.

EVALUATION CRITERIA/SELECTION CRITERIA:

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

- a) **Education:** A Bachelor's degree in International Relations, Law, Public/Private Administration, Management, Business Administration, Accounting or other related social sciences field is required.
- b) **Work Experience:** Incumbent must have a minimum of 3 years of progressively responsible experience, preferably in international development with the U.S. Intelligence Community, and/or other U.S. Government Agencies managing and performing data analysis and validations; data planning and quality control; qualitative and quantitative statistical sampling; information analysis, designing and implementation of evidentiary assessments, and developing analytical reports. Experience working in conflict or post-conflict situations is desirable.
- c) **Communications:** Incumbent must have Level IV (Fluent) speaking/reading ability of English language.
- d) **Knowledge:** Incumbent must demonstrate extensive knowledge of electronic records management (database) and in creating and maintaining spreadsheets. Additionally, the incumbent must demonstrate a good understanding of the operational environment in order to process data entry and verification of the information provided for vetting. Knowledge of and experience working in or on Afghanistan or other critical priority countries is desirable. Incumbent must have demonstrated experience leading meetings at all levels. Additionally, the incumbent will be required to conduct trainings, including to U.S. Government staff and implementing partners on vetting procedures and policy changes. Written communication is essential therefore, the incumbent must be able to write clear and concise memoranda for leadership.
- e) **Skills and Abilities:** Incumbent demonstrates strong organizational skills and ability to plan. Good analytical, negotiating, and time management skills are required, in addition to strong proofreading

skills and attention to detail. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict confidentiality and high ethical standards throughout all phases of acquisition and assistance actions. In addition, the incumbent must be able to lead meetings at all levels, provide effective and tactful ethics guidance to senior management personnel, and senior executives of private sector and non-governmental organizations and must be prepared to enforce ethical standards on these individuals if necessary.

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 twelve (12) 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 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-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.

In addition, the Mission has a 35% Post Differential allowance and 35% Danger Pay. During this period you will be entitled to Rest and Recuperation trips (R&R) in accordance with the Mission Policy.

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 will be requested to apply for a TS/SCI (Top Secret/Sensitive Compartmented Information), 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 AID 302-3 form which is available at the following websites:
www.usaid.gov/sites/default/files/documents/1866/a302-3.doc
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 **“Partner Vetting Support Specialist - USPSC (OAA) SOL-306-15-000239/OAA”** to: AfghanPSCjobs@state.gov.

Attention: USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation at any time but prior to September 08, 2015 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. Application must be submitted only to both email addresses stated under “Applying”.

Place of Performance

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