

SOLICITATION NUMBER:	SOL-306-16-000014-OI
ISSUING DATE:	February 03, 2016
CLOSING DATE:	February 17, 2016
POSITION TITLE:	Management and Program Analyst (Budget)
NUMBER OF POSITIONS:	Single
MARKET VALUE:	GS-12 (\$62,101 - \$80,731) In addition, this post has 35% post differential and 35% danger pay
ORGANIZATIONAL LOCATION OF POSITION:	USAID/Afghanistan
DIRECT SUPERVISOR:	USAID/Afghanistan, Supervisory Program Officer
SUPERVISORY CONTROL:	Incumbent directly supervises FSN staff. The incumbent will engage in hands-on mentoring and capacity building of the staff.
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) “Third Country National means an individual:- (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 Infrastructure (OI) budget team by providing expert budget development and management guidance in support of the USAID strategy and program design and management process. Position assists on the programming and management of USAID/Afghanistan's OI 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.

Basic Functions of the Position:

The incumbent serves as the Management and Program Analyst (Budget Team Leader) for OI's Budget Team, and reports directly to the OI Supervisory Program Officer.

The incumbent provides expert advice and services to support OI in planning, implementing, managing and monitoring the office's Infrastructure portfolios. The incumbent leads the preparation and Mission approval process for a wide range of OI budget and project design/implementation documents. This includes: action memo clearance packages, waivers, annual operational plans, and annual performance reports, GLAAS requesting actions, audit tracking, special request reports, and other project administrative requirements. This position leads all budget support for the Office of Infrastructure, and supervises Afghan FSN staff.

The incumbent will establish effective working relationships within USAID and the USG as well as the Government of Afghanistan (GoA) 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.

Duties and Responsibilities:**1. Budget Formulation, guidance and support:**

The incumbent manages all budget support for Office of Infrastructure Divisions. 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.

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 OI 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. Incumbent appraises the OI 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 OI 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.

2. Funds Use and Tracking:

The incumbent leads the coordination efforts with OI 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 OI 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 OI management on issues affecting 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:

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

- a. **Education:** Bachelor's degree in accounting, finance, business administration, or a similar field is required.
- 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. The incumbent must have a demonstrated experience in project design, implementation and evaluation.

- c. **Communications:** The incumbent must have Level (IV) Fluent speaking/reading of English language.
- d. **Knowledge:** The incumbent must have 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.

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. The 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.

The incumbent must establish and maintain working relationships within the OI 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.

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, 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 budget availability, qualifications and previous salary history within the position classification grade range.

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

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 a 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 and maintain 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
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 AID 302-3 form which is available at the following website: www.usaid.gov/sites/default/files/documents/1866/a302-3.doc;
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 **Management and Program Analyst (Budget) SOL-306-16-000014/OI** to: KblAIDPSCjobs@usaid.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: KblAIDHR@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
U.S. Embassy
Great Massoud Road
Kabul, Afghanistan