

SOLICITATION NUMBER:	SOL-306-16-000015-OM
ISSUING DATE:	February10, 2016
CLOSING DATE:	February 24, 2016
POSITION TITLE:	Management Analyst
NUMBER OF POSITIONS:	Single
MARKET VALUE:	GS-11 (\$51,811 - \$67,354) In addition, this post has 35% post differential and 35% danger pay
ORGANIZATIONAL LOCATION OF POSITION:	USAID/Afghanistan
DIRECT SUPERVISOR:	USAID/Afghanistan, Director for Office of Management
SUPERVISORY CONTROL:	None
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 Analyst reports directly to the Director for Management (S/EXO), of USAID/Afghanistan, and extensively collaborates with the Deputy Executive Officers for Human Resources and Operations.

The Management Analyst's broad based Management office knowledge, work, management skills, and inter-personal relationships will greatly affect the Office Management's performance in Kabul, Afghanistan, and its support to USAID/Afghanistan development objectives. The Management Analyst is expected to initiate, plan, manage, and complete a full array of assignments and reports.

Basic Functions of the Position:

The Management Analyst advises the Director for Management (S/EXO) on overall EXO Management issues on a daily basis and provides advice on major EXO operations and systems to ensure quality control and coordination. The incumbent will make systems recommendations and develop plans and coordinate resources to help the Executive Office adapt to a dynamic and difficult operational issues. The incumbent is responsible for improvements in data quality reporting and internal customer service initiatives and also is responsible for internal coordination as directed by the Director for Office Management (or his/her designee). The incumbent recommends internal management improvement initiatives and as such, coordinates budget formulation and execution, compilation and reporting of Federal Managers' Financial Integrity Act reporting, and coordinates with the Office of Afghanistan and Pakistan Affairs (OAPA) in Washington to track and improve coordination on behalf of the entire Mission on management services. USAID Afghanistan is a high profile mission which responds to numerous audits and data requests from the USAID/Afghanistan Office of Inspector General (OIG), Special Inspector General for Afghanistan Reconstruction (SIGAR), Congressional and other United States Government (U.S.G) sources. The Management Analyst is expected to coordinate functions associated with those audits and data requests involving Management Office Operations. The Management Analyst is expected to develop and staff mission orders and directives as the Mission moves to codify and normalize critical business practices.

Duties and Responsibilities:**1. Staffing Strategy Initiatives:**

Aside from directly interacting with USAID/Afghanistan's Director for Management (S/EXO) and D/EXOs, the incumbent is often be expected to serve as the chief interlocutor with the Office of Management at the Embassy and all the Office Directors at post in helping them to develop and implement their staffing strategies and plans. Additionally, the incumbent also often communicates directly with the USAID Ombudsman for CPC posts and the Senior Advisor for HR/Washington regarding Agency HR policy, allowances, and benefits for employees serving in Afghanistan.

The incumbent works directly with the Director for Management to help develop and refine the staffing strategy for USAID/Afghanistan amidst constantly changing conditions and uncertainty – both internal and external to the Agency. Conditions constantly in flux, of which the incumbent must be aware, include those related to funding available for Afghanistan, the logistical constraints at post, and the national security implications of USAID's foreign assistance program in Afghanistan. As such, it is expected that the

incumbent is able to function independently under very broad oversight and direction while assuming responsibility for a wide array of projects.

While a keen sense of judgment and ingenuity is required to interpret the spirit and intent of governing policy at the Agency level, the incumbent also is expected to assist the Director for Management in the development and implementation of policy at post.

- The incumbent assists in formulating transition plans required to support USAID-funded programs in Afghanistan post- onward 2016 and ensure the smooth draw-down of staff to a definitive enduring presence specifically:
 - Works with Mission management to identify staffing needs amongst all categories of staff in accordance with programmatic needs;
 - Works closely with Washington to operationalize the staffing of Foreign Service Limited (FSL) employees across mission-developed support modalities;
 - Liaison and works closely with the Business Analyst Team to ensure a smooth rollout; train new EXO staff on the functionality of the Workforce Management Tool (WMT);
- Assists in ensuring USAID/Afghanistan's administrative and logistical support services are aligned with larger U.S.G. inter-agency planning. Provides continuity and context for EXO initiatives for incoming EXO staff during an impending mass-turnover. Engages in developing and prescribing appropriate internal management systems and policies for USAID/Afghanistan while ensuring and planning direct continuous evaluation of the organization, staffing and services of USAID/Afghanistan to ensure maximum utilization of material and human resources.
- Represents USAID/Afghanistan in developing and administering support agreements with the U.S Embassy, ensuring that the office receives the type and levels of support for which payments are made; represent USAID/Afghanistan on several Post boards and committees including, but not limited to: the Special Immigrant Visa Committee, Interagency Housing Board, the Joint Country Awards Committee, the Post Employment Committee and the International Cooperative Administrative Support Services (ICASS) working group.
- The incumbent also acts as an individual, or along with management officials, supervisors and employees in the development and evaluation of new or revised Agency and department policies, procedures, and regulations. The objective of these efforts is to supplement existing personnel and operational guidelines, where needed, to eliminate unanticipated effects on existing programs. As an analyst, the incumbent evaluates the extent to which policies or procedures are understood by personnel, and takes measures to correct misunderstandings or application errors; provides, through notices and presentations, additional information concerning new and/or revised Agency/Department policies to employees.
- Monitors/facilitates assignment and transfer dates and other related issues affecting USDHs/FSLs scheduled to arrive or depart to/from Post. This includes making suggestions, and explaining regulations and guideline applicability, and when required liaising and coordinating with Washington/HR.
- The incumbent develops, interprets and assures implementation of USAID administrative management policies, and regulations and procedures. Maintains a constant awareness of, and ensures compliance with cooperating country statutory or regulatory requirements affecting administrative management and/or financial services.

- Establishes effective working relationships with other U.S. Government agencies, and other institutions and contractors operating within the cooperating country. Analyst attends meetings, briefings and conferences in the capacity of liaison, serves as a member of ad hoc committees and study groups both internally and externally in a representational capacity to the Agency.
- Provides administrative support the all units of the Executive office, partner organizations implementing USAID's programs and develops and prescribes appropriate internal management systems and policies for USAID/Afghanistan. Plans and directs continuous evaluation of the organization staffing and services to ensure maximum utilization of material and human capital resources. Represents USAID/Afghanistan in developing and administering ICASS support agreements with the Embassy, ensuring that the office receives the type and level of support for which payments are made.
- The incumbent is required to have the ability to efficiently and effectively leverage different IT applications in the accomplishment of duties, which is critical for the position. Under this function, the incumbent develops a system of recording, tracking, and controlling the allocation of staffing resources. Designs documentation indicating the details of each allocation (e.g., number and category of positions allocated to the Agency and sub-allocated within the Agency, the receiving offices, and date of allocation). Designs and maintains spreadsheets that indicate the staffing allocations and on-board strength for a given time period for management's use in making decisions on matters such as resource requests, recruitment priorities, distribution of resources within the Agency, and ratios of all categories of positions. Maintains contact with Office Directors and EXO-HR to obtain the latest information on staffing resource levels allocated to the Agency, personnel accessions and attrition, and pending recruitments/staffing.

2. Organizational Design and Documentation /Special Studies:

As directed, participates in special studies of the administrative management aspects of sensitive situations identified by the Bureau, Department, or external audit organizations. The incumbent gathers facts and analyzes results relevant to the specific issues that been assigned to investigate and collaborates with other appropriate organizations in gathering and analyzing facts and data. Formulates conclusions and recommendations for action and submits them for incorporation into a formal written report and oral presentations, as necessary, for various levels of management.

Based on information obtained through current and prior Missions and Functions statements for the Agency and current or precedent studies by internal and external organizations, the incumbent assists the formulation and the design of new or re-structured organizational setups. Applies generally accepted management principles and practices, as reflected in the Agency management guidelines and described in the technical literature on the subject, quantitative and qualitative analytical methods, and knowledge of missions, functions, and relationships within and outside the Agency in order to design organizational structure that have clear lines of authority and accountability, facilitate the flow of information up and down the chain-of-command, and make the most efficient use of available resources in terms of numbers of Full-Time-Equivalent positions, contractor positions, salaries, and procurement costs.

With the concurrence of the Director for Office of Management, the incumbent presents Agency management with proposed organizational designs and explains their potential impact on personnel and, if approved, completes the Departmental process for establishing or composition of new and revised functional statements, organization charts,

and coding. Coordinates work with the OAPA and Washington appropriate offices as necessary to implement any personnel and resource management actions. The Management Analyst is responsible for preparation of NSDD-38 approvals for all United States Direct Hires (USDH), Third Country Nationals (TCN), United States Personal Service Contract (USPSC) positions.

3. EXO- Operations Support:

The incumbent supports the planning functions of Travel, Communications and Records, Property, Procurement, Security and Information Technology as a resource for the operations section. The incumbent is responsible for the monitoring of overall performance of the identified offices and is charged with ensuring that Mission procedures are in compliance with USAID regulations and U.S.G. statutory requirements. In collaboration with each technical unit, the incumbent ensures appropriate management controls are in place and utilized, overseas section personnel and reviews requests for accuracy and compliance with regulations. The incumbent reviews established operational, technical and procedural requirements and makes changes where necessary to ensure all requirements are addressed. Ensures staff is properly trained to manage new information management efficiently.

4. Travel and Logistics Support:

The Management Analyst is responsible in providing full administrative and technical support to the Travel Unit and the entire travel management functions for USAID/Afghanistan. This especially includes the coordination of arrivals and departures of off-shore Mission staff, assures proper check-in and check-out processing and clearances, travel to/from post, and the provision of local temporary housing accommodations for USAID/Afghanistan personnel assigned to post, and for short-term off-shore PSCs. The incumbent needs to be thoroughly familiar with U.S. Government regulations on travel and transportation. The incumbent develops processes and procedures to address Mission travel needs in the most effective and efficient way. The Management Analyst also interprets Federal Travel Regulations, Mission travel policies, and other travel regulations; makes sure employees are well informed on all matters related to the post-funded travel; and provides guidance to the traveler and mission management on travel rules and regulations.

5. Human Resources (HR) Staff Resources Support:

In addition to the general Management Analysis responsibilities outlined above, and as required by the D/EXO/HR, the incumbent is responsible for supporting and ensuring that Mission Orders , Administrative Notices and Standard Operating procedures are developed by the appropriate EXO-Management offices with regards to policies and procedures governing their respective area(s).

The Management Analyst provides technical advisory services and best practices to the EXO-Management on employment programs and mechanisms both in terms of long and short-term strategies.

As directed and required by the D/EXO-HR the Management Analyst may be tasked to provide direct support of staffing strategy, forecasting of manpower need, including obtaining needed Mission and USAID/Washington clearances, conducting induction for all Office of Management functions, participate and work in close coordination with

EXO-HR in conducting Agency wide training needs assessment, liaison and organize Agency wider and sponsored trainings, coordinate and facilitate all logistical, administrative support functions in collaboration with EXO-Operations and all participant offices, contractors, security offices and other pertinent entities within and outside of the Office of Management.

The Management Analyst participates and works inclusively with EXO-HR staff on various Mission and USAID HR reports production, for the Agency use and as well in response to Office of Inspector General (OIG), Government Accountability Office (GAO), Federal Managers' Financial Integrity Act (FMFIA) audits and other requirements as instructed and directed.

6. Training Responsibilities:

The Management Analyst is responsible for knowledge transfer to Foreign Service Nationals (FSN)/Locally Employed Staff (LES) host-country national staff in all their assigned functions. The incumbent serves on the Training Committee as needed and plan and coordinate capacity development activities across the Mission. The incumbent's level of independent execution of their specialized duties and assume full performance will be evaluated in great part on the level and speed to which host-country FSN staff are able to reach a reasonable level for their areas of responsibilities over a mutually determined period of time.

EVALUATION CRITERIA/SELECTION CRITERIA:

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

- a. Education:** The incumbent must have a Bachelor's degree with significant study in pertinent field including but not limited to: public administration, personnel management sciences, organization psychology or any other related fields.
- b. Work Experience:** The incumbent must have a minimum of 10 years of progressively responsible experience in Administrative Management of which at least 6-8 years should have been in a senior managerial position that requires human resources, human capital management, and manpower planning and policy development. Out of the total years of experience, the incumbent is expected to have at least 3 years of experience with a U.S. Government agency, non-governmental organization or public private institutions working in countries of conflict or post conflict situations wherein establishing human resource management systems and training local nationals have been the primary duties and responsibilities of the position.
- c. Communications:** The incumbent must have Level (IV) Fluent speaking/reading of English language.
- d. Knowledge:** The incumbent must have mastery of management principles, concepts, practices, methods, and techniques of business management and human resources management sufficient to apply new developments and theories to major problems that may not be susceptible to treatment by previously accepted methods. Knowledge of qualitative and quantitative techniques for analyzing and measuring the efficiency and productivity of administrative and technical programs, along with knowledge of the mission, organization, and work processes of programs throughout the Agency, and the relationships of administrative support activities (e.g., data processing, accounting,

budget) to such missions. Knowledge in conducting studies, analyzing findings and making recommendations on substantive operating programs is needed. The work requires skill in preparing project papers and staff reports and skill in organizing and delivering briefings to office directors to encourage understanding and acceptance of findings and recommendations. Incumbent must have a demonstrated knowledge regarding current USAID Afghanistan operating systems as they relate to human resources management and current ongoing projects in the Office of Management.

- e. **Skills and Abilities:** Advanced knowledge of U.S.G. guidelines, regulations, practices to include documentation, and reporting requirements sufficient to make decisions or recommendations significantly impacting important aspects of conducting U.S. Government activities and programs in Afghanistan is needed. The incumbent must have competency in using Microsoft Office suite and must have or demonstrate the ability to adapt quickly and be able to use departmental specific software such as but not limited to Work Force Management Tool (WMT), WEBPASS, and Employee Information Management System (EIMS) etc. The incumbent must have the ability to make sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals. The incumbent must have the ability to use qualitative and quantitative analytical techniques that frequently require modification to fit a wider range of variables. Subjects and projects assigned at this level usually consist of issues, problems, or concepts that are not always susceptible to direct observation and analysis (e.g., projected missions and functions). Information about the subject is often conflicting or incomplete, cannot readily be obtained by direct means, or is otherwise difficult to document. Assignments may involve compiling, reconciling, and correlating voluminous workload and budgetary data from a variety of sources with different reporting requirements and formats, or the data must be carefully cross-checked, analyzed, and interpreted to obtain accurate and relevant information.

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 (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 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-11. 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 the incumbent 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 Analyst SOL-306-16-000015/OM** 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

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