

SOLICITATION NUMBER:	SOL-306-16-000035-EXO-HR
ISSUING DATE:	April 24, 2016
CLOSING DATE:	May 8, 2016
POSITION TITLE:	Human Recourses Specialist
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, Deputy Executive Officer
SUPERVISORY CONTROL:	None
PERIOD OF PERFORMANCE:	13 months with an option for renewal
SECURITY ACCESS:	Moderate Risk Public Trust
AREA OF CONSIDERATION:	<p><b>Third Country National Personal Service Contractor (TCNPSC)</b></p> <p>“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</p>

**Background:**

The incumbent reports directly to the Deputy Executive Officer (D/EXO) and is a member of the HR team in USAID/Afghanistan Executive Office.

The incumbent performs a variety of Human Resources and contracting functions related to U.S., Third Country National, and Foreign Services National Personnel Services Contract (PSC) positions and employees. The incumbent assists D/EXO in planning, directing and administering the full range of personnel services provided to U.S. Direct Hire (USDH), U.S. Personal Services Contractors (USPSC), Third Country National Personal Services Contractors (TCNPSC), and Foreign Service National (FSNPSC) employees to include awards, staff training, employee evaluation systems, benefits, allowance and counseling, etc. with special focus on recruitment, position management, and contracting.

**Basic Functions of the Position:**

In coordination with the D/EXO, the incumbent manages following programs:

1. **Recruitment Functions:** The incumbent engages in the Mission's staffing short and long term efforts to recruit US and TCN Personal Services Contractors (US/TCNPSCs).

The incumbent verifies the validity of the positions to be solicited for, obtains the appropriate funding information from the Office of Financial Management, completes the required documentations to initiate the recruitment process, drafts and posts solicitations/announcements, and fully participates/engages in the coordination of interviews, testing and the applicant selection process. In consultations with the D/EXO, the incumbent conducts negotiations and prepares or oversees the preparation of personal services contracts and contract modifications for USPSC and TCNPSC employees. The incumbent also provides an oversight and mentorship to the junior FSN personnel in obtaining the required clearances, drafting of contracts and modifications, preparation of personnel transactions in accordance with the Mission's recruitment policy.

The incumbent oversees the assistance rendered to newly assigned personnel, both before and after their arrival at Post, advises on employee services such as housing, Mission granted privileges, post protocol, and employment related benefits. Within this function, the incumbent manages the Mission's check-in process for new arrivals, as well as the check-out procedures for departing employees. The incumbent oversees staff coordination with the Embassy on matters relating to notifications of arrival and departure, requests for visas. The incumbent interprets regulations and makes sure employees are informed of all matters affecting assignments, performance evaluations, leave and retirement policies, health benefits, and insurance allowances.

2. **Foreign Service National Personnel Program:** Foreign Service National Personnel Program: The incumbent engages in the recruitment process to fill new or vacant

positions while providing oversight and participates in the interviews, testing and selection process of applicants. The incumbent reviews position descriptions and provides technical guidance and assistance to employees and supervisors on position evaluation matters; conducts position classification reviews; participate in planning of career development for local personnel, including counseling, identification of training opportunities, and development of Mission-specific training programs. The incumbent manages personnel transactions, inclusive of maintenance of permanent personnel records. The incumbent is relied upon to interpret regulations, and to assure employees are informed of all matters affecting employment, employee placement, personal services contracting, performance evaluation, leave, retirement policies, health benefits, and insurance allowances. The incumbent also participates and supports the preparation and planning of Operational Expenses and Program funding for positions and actively engages in obtaining the appropriate clearances at all levels and as needed.

3. **Training and Development Programs Coordination:** The incumbent participates in the administration of the Mission's annual training programs and provides oversight to the preparation of the annual training plan for all the staff. The incumbent provides advice and support to the Mission Training Committee (as needed) in the identification of training needs, allocation of training funds, development of mission and regional training opportunities, nominations to USAID leadership courses, monitors on-the-job training of employees; e.g., by reviewing training reports submitted by supervisors and trainees themselves, takes follow-up action to assure that employees receive the needed training, answers inquiries about available training, and clarifies eligibility requirements and application procedures. The incumbent advises management on comprehensiveness of the benefits and on-going training needs, identifies ways to prioritize training and development programs, provides guidance in developing individual development plans to assist employees in reaching short and long-term career goals, and provides career counseling to employees to assist in identifying realistic career objectives and in determining required qualifications and training.
4. **Awards Program:** The incumbent participates in the administering the Agency's Awards program and serves as a liaison (when needed) with the Embassy for the Joint Incentive Awards Program; receives awards nominations and obtains background information related to nominees, screens nominations to ensure that regulations are followed in regards to eligibility and recommended awards, forwards nominations and related information to the Embassy/HR for the Joint Awards Committee decisions.
5. **Reports:** The incumbent prepares, or oversees the preparation of various Mission and USAID HR reports, as required or requested, and oversees the upkeep and maintenance of all HR records.
6. **Classification and Position Management:** The incumbent provides management with insight in establishing organizational structures that are efficient, cost effective, supports the desired grade levels, and facilitate career development. The incumbent is required to apply the full range of position classification and position management

principles, policies, concepts, practices, and techniques sufficient to make fine distinctions in the proper crediting of factor levels and ultimate allocation of grade levels to positions. The incumbent communicates grade distinctions to management with supporting criteria and justification, provide recommendations to management on organizational design with emphasis on career development principles and practices; relate position classification to the management process and other HR programs.

7. **Operational Support:** As a member of the HR Unit the incumbent works closely with the travel team members to coordinate and support the arrivals and check-in of the Agency's personnel (permanent/TDY and short term staff) and departures (check-out) and clearance process of Mission staff that are transferring or repatriating. This support is also extended to support providing of Temporary Duty (TDY) deployed personnel to post. The incumbent ensures that services provided meet all legal, regulatory, procedural, and policy requirements of the specialized personnel program areas; directs the clerical and administrative functions essential to the processing and documentation of personnel actions; assists in developing and implementing reorganizations/ realignments as needed to reflect changing Mission objectives and priorities. The incumbent participates in the preparation of annual budget estimates to assure that personnel requirements and wage adjustments are adequately provided for and ensures timely and accurate updates to USAID staffing databases. The incumbent oversees preparation and issuance of periodic staffing reports; coordinates with the Embassy on preparation and review of differential reports, compensation survey report, and other reports required by USAID/Afghanistan and the Department of State.

#### **EVALUATION CRITERIA/SELECTION CRITERIA:**

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

- a. **Education:** A Bachelor's degree in management, business administration, public administration, human resources management, law, organizational development or closely related field is required.
- b. **Work Experience:** A minimum of 5 (five) years of work experience in human resources/personnel management of which at least two years of progressively responsible experience in a direct engagement of activities that involves recruitment, policy interpretation, position classification, position analysis and contract/agreement management, and technical guidance providing with a reputable international organization, governmental/non-governmental institution, public/private organization that has a multi-cultural working environment is required.
- c. **Communications:** Level IV (Fluent) English communications skills in both reading and writing are required.
- d. **Knowledge:** A demonstrated knowledge of human resources management principles and an avid understanding of its intricacies are required. The incumbent must have a good understanding of Human Resource management trends, conventional regulations, standards and practices. The incumbent must have a

sound knowledge of position management, position assessment tools and classification principles. A good knowledge of basic accounting principles to develop sound budget for Personal Services Contract (PSC) direct and indirect budget is needed.

- e. **Skills and Abilities:** The incumbent must have outstanding communication skills with an ability to negotiate effectively with staff members at different levels. Incumbent must have the ability to analyze, conceptualize, and exercise sound judgment in terms of providing technical advice to the management, staff and job seekers in the case of negotiations. The incumbent must have the skills and abilities to provide the full range of management support services on various human resources specialties (staffing, classification, employee relations, pay and benefits, etc.). The incumbent must have a good understanding of customer service standards in handling normal or complex requests in order to achieve the desired result.

The incumbent must have the skills to use MS Office Suite software such as MS Word, MS Excel and MS PowerPoint with ease and efficiency. A strong ability to work effectively with superiors, subordinates, colleagues, and collaborative offices staff and the public (applicants) are required. A high degree maturity, stability, objectivity, resourcefulness, adaptability, and the ability to use sound professional judgment in supporting the human resources functions when providing sound and substantive technical HR advice to all personnel is a must.

**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-11. The actual salary of the successful candidate may 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.

**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).

**D. 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](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.

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|------------|---|
| 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 06-07 | 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>

#### **E. 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](http://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.

5. Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.

Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.

The Agency retains the full right to cancel or amend the solicitation and associated actions.

**F. APPLYING**

All applications must be submitted electronically by e-mail with the subject line **Human Resources Specialist SOL-306-16-000035-EXO-HR** to: [KblAIDPSCjobs@usaid.gov](mailto: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. **In order for the application to be considered applications must be submitted only to: [KblAIDPSCjobs@usaid.gov](mailto:KblAIDPSCjobs@usaid.gov).**

**Only short listed candidates will be contacted.**

**Point of Contact:**

Any questions about this solicitation may be directed to: [KblAIDHR@usaid.gov](mailto: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