

SOLICITATION NUMBER:	SOL-306-16-000040-DIR
ISSUING DATE:	June 16, 2016
CLOSING DATE:	June 30, 2016
POSITION TITLE:	Secretary
NUMBER OF POSITIONS:	Multiple
MARKET VALUE:	GS-10 (\$47,158 - \$61,306) In addition, this post has 35% post differential and 35% danger pay
ORGANIZATIONAL LOCATION OF POSITION:	USAID/Afghanistan
DIRECT SUPERVISOR:	USAID/Afghanistan, Mission Director and/or Deputy Mission Directors
SUPERVISORY CONTROL:	None
PERIOD OF PERFORMANCE:	13 months with an option for renewal
SECURITY ACCESS:	Moderate Risk Public Trust
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 USAID Mission in Afghanistan is the largest in the world, led by a Mission Director and three Deputy Mission Directors with a multi-billion-dollar budget. The U.S Embassy Kabul, Afghanistan also is one of the largest and most active, under the direction of three Ambassadors and a Coordination Director. The Secretary position is located in the office of the USAID/Afghanistan Mission Director, where the incumbent manages/ provides administrative support to the Mission Director's Office.

Basic Functions of the Position:

The incumbent serves as the Secretary in the Office of the Mission Director, with a wide range of functions in support of the USAID/Afghanistan mission's billion dollar portfolio.

The job demands through familiarity with USAID and U.S Embassy procedures and programs, as well as a sound grasp of management support functions, exceptional customer-service skills, patience, self-reliance and strong initiative. An appreciation and understanding of diplomatic protocol, flexibility, the ability to work long hours with tact and diplomacy, are important competencies required to perform at the expected level of this position. The work intersects on direct and continuing basis with programs of other departments, agencies, and organizations, requiring constant attention to extensive formal clearance and procedural controls.

Duties and Responsibilities:

The incumbent provides administrative, secretarial and office-management support to the Mission Director, Deputy Mission Directors, and other members of the Mission Director's Office. The incumbent advises and mentors the Locally Employed Staff (LES/FSN) Secretaries and provides training and guidance to other members of the Mission's administrative support staff as required. The incumbent handles a wide variety of situations and conflicts requiring use of initiative to determine the approach to be taken or methods to use.

Maintains current knowledge of USAID/Afghanistan operations and objectives, and lines of communication. Responds directly to inquiries for information about USAID/Afghanistan, when appropriate, including responding to complaints from employees or senior officials while proposing feasible solutions.

Coordinates Mission Director's Office activities with the work of other offices, recognizing the need for coordination in various circumstances. This requirement includes advising administrative assistance and secretaries of Mission's other offices on such matters as information to be provided by the offices for use in conferences or reports, the form of and deadlines of these submissions.

Maintains comprehensive knowledge of the Mission Director's policies and views on all significant matters affecting the organization that would enable the incumbent to perform duties such as: developing materials for Mission Director's Office use in public speaking engagements, engaging in the facilitation, coordination and planning of recurrent events, meetings for the Mission Director's Office including ascertaining

subject matter topics, developing background information and preparing outlines for speeches; briefing or advising staff members or persons outside the organization on the Mission Director's views.

Reviews all outgoing correspondence from the Office of the Mission Director for adherence to format, spelling, style, the USAID specific correspondence and communications standard. When reviewing correspondence for the Mission Director/Deputy Mission director(s) signature, the incumbent calls the writer's attention to any conflict reflected in the file or any departure from policies and attempts to resolve conflict before matter is presented.

The incumbent composes and transcribes complex official correspondences, various types of letters, highly technical documents, routine and non-routine office reports in line with the Agency's communication protocol. Furthermore, incumbent records and transcribes the minutes of the Mission's senior and general staff meetings as directed; prepares the minutes for distribution, singling out the action items and follows up as required, check to ensure that commitments made at the meetings are met and keep the Mission Director abreast of the status. Incumbent is responsible for spelling, punctuation, grammar, and format of the completed work. Drafts letters of acknowledgment, commendation, notification in consideration of the office practice, and acknowledge all commendatory remarks concerning the organization's program in periodicals, publications, or speeches, may review publications for such remarks and prepare appropriate letters for the supervisor's signature.

In the case of where the Office of the Mission Director is to host large meetings, incumbent arranges a secure meeting place on station, writes letters to the group concerning such matters as per security requirements; makes necessary arrangements, takes dictations and provides secretarial assistance and follows up on needed actions of the meetings proceedings.

The incumbent maintains the Office of the Mission Director's daily calendar, making appointments and coordinate logistical support, arrange conferences, luncheons, meetings and travel without specific prior approval, based on knowledge of their respective schedules. On own initiative, makes arrangements for meetings by reserving space, setting the specific time, and contacting all personnel expected to attend and as necessary, arranges for transportation. Incumbent transmits agenda and all necessary background materials to participants and advises them of the topics to be discussed. This includes preparing an agendum, notifying participants, and arranging representational events and similar matters; develop background information and composing of drafts of introduction and talks to be presented at various meetings by the Mission Director and his/her staff.

Insures that all official social obligations are met, arranges luncheons, issues invitations, insures proper seating arrangements, and insures that all details are covered, as necessary requests representational funding and reconcile expenditure.

Receives and controls incoming correspondence to the Office of the Mission Director and assists the communications and records section in ensuring all incoming communications are properly logged in and action assigned properly, tracking them down and ensuring that they are replied to in a timely manner.

The incumbent screens telephone calls and visitors, judges relative importance, direct to the appropriate personnel and handles administrative matters for the Front Office with minimal or without supervision.

Using personal initiative, the employee observes need for administrative or procedural notices or instructions to the staff, prepares the necessary issuances, and presents them for signature. The employee devises and installs office procedures, protocols and standards.

Logs all task assignments from The Ambassadors' offices, Mission Director and Deputy Mission Directors follows up completion of the tasks with the respective office/personnel.

Advises, counsels and mentors the FSN Secretaries within the Office of the Mission Director, and all other administrative employees on administrative practices, policies, mission notices and orders, Front Office protocols, norms and social etiquettes. Provides orientation and training to new LES/FSN Secretaries on procedural matters, including protocol, style and format of written communications; maintain the Mission's Correspondence Handbook, updating, revising and disseminating in accordance with guidance from USAID/Washington and other sources, as needed. The incumbent advises and provides recommendation to the supervisor on the appropriate secretarial and administrative support staff office coverage, vacation and staffing level in order to ensure the smooth operation of the office function.

The incumbent handles office timekeeping for the Office of the Mission Director. Incumbent is responsible for office organization including the planning and management and procurement of all non-expendable and expendable supplies which establishes the office's need, use and re-order level. The incumbent also coordinates and liaisons with Mission Offices and U.S. Embassy Sections regarding administrative issues pertaining to the Mission Director's office. Incumbent is responsible for the management of all office space, both physical and electronic, official filing systems, archiving and record disposition planning for the Office of the Mission director.

EVALUATION CRITERIA/SELECTION CRITERIA:

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

- a. Education:** A bachelor's degree from an accredited college or university in English literature, business communications, business administration, public administration, psychology, sociology, international development, international relations, economics, or management studies is required.
- b. Work Experience:** A minimum of five (5) years of progressively responsible and comparable experience as an executive secretary, senior secretary, executive assistant, or administrative assistant managing an office to an upper management such as Office Director, Chief Executive Officer (CEO) or Managing Director with public/private institution, non-governmental organization, bilateral/multilateral organization or Diplomatic Mission is required.
- c. Communications:** Level IV (Fluent) in written and spoken English is required.

- d. Knowledge:** The incumbent must have practical knowledge and understanding of Front/Executive Office protocol and social etiquette in dealing with senior officials is required. Thorough knowledge of English grammar, spelling, and punctuation; executive correspondence styles; and filing systems are required. The incumbent must have knowledge of administrative concepts, principles, and practices sufficient to perform duties independently such as eliminating system conflict and duplication of efforts in extensive office procedures, determining effective work process and establish internal efficient process mapping for effective administrative management of the overall organization.
- e. Skills and Abilities:** The incumbent must have excellent interpersonal skills to maintain cordial and effective communication with senior U.S., Afghan and other officials. Ability to develop and maintain effective working relationship and contacts at all level in order to obtain information is a must. 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. Sound analytical skills and judgment to evaluate and interpret data, and to determine the most effective method of reporting and presentation is also required. Initiative, flexibility, good organizational skills and demonstrated ability to work under pressure to establish work priorities, to meet the varying work needs of the Front Office is needed. The incumbent must have the ability to meet deadlines, identify and implement appropriate actions to streamline work process is required. Incumbent must have competency in using MS Office Suite MSWord, MS Excel, PowerPoint, Outlook and Gmail

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-10. 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

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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;
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 at any stage of the recruitment process.

F. APPLYING

All applications must be submitted electronically by e-mail with the subject line **Secretary SOL-306-16-000040-DIR** 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. **In order for the application to be considered applications must be submitted only to: 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.

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