SOLICITATION NUMBER: 72030618R10024

ISSUANCE DATE:       June 11, 2018
CLOSING DATE/TIME:   June 28, 2018

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – Supervisory Financial Analyst FSN-12 (Single Vacancy)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with Attachment 1, Sections I through V of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Gezim Hysenagolli
Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72030618R10024

2. ISSUANCE DATE: June 11, 2018

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: June 28, 2018 no later than 4:30pm Kabul time.

4. POSITION TITLE: Supervisory Financial Analyst (Single Vacancy)

5. MARKET VALUE: Equivalent to FSN-12 (Step 1-13)
   In accordance with AIDAR Appendix J and the Local Compensation Plan of US Embassy Afghanistan. Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: The period of performance is one year, with the possibility of extensions up to a total of five years, subject to availability of funds, satisfactory job performance and need for continued service.

7. PLACE OF PERFORMANCE: Kabul, Afghanistan.

8. SECURITY LEVEL REQUIRED: As an employment precondition, the successful applicant is required to obtain U.S Embassy Afghanistan RSO Security Clearance.

9. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

   The position is based at the United States Agency for International Development (USAID)/Afghanistan at the U.S. Embassy in Kabul, Afghanistan and will be assigned to the Office of Financial Management (OFM). The USAID Controller position supports a wide-range of United States Government (USG) stability and development programs and activities throughout Afghanistan. USAID/Afghanistan manages an extremely complex portfolio of 105 awards with an approximate value of $5 billion and a $3 billion pipeline.

   The incumbent serves in a unique and highly specialized senior role encompassing some of the largest and riskiest USAID development activities, risk management, overseeing financial audit, financial analysis of multi-sectoral program and operations management within USAID/Afghanistan. The incumbent oversees the Risk Management section and provides financial and risk management advisory services for the Mission and its program implementers. The incumbent also manages all day-to-day "core" risk management, financial audit and risk assessments. The incumbent is a key financial advisor on all aspects of Mission technical programs and administrative operations for an extremely complex portfolio of 105 awards.
with an approximate value of $5 billion and a $3 billion pipeline. The incumbent serves as Subject Matter Expert (SME) for all financial audits and risk assessments within USAID/Afghanistan.

The incumbent also serves as the principal financial management advisor and team leader/mentor supporting Host Government on-budget assistance programs, around 100 financial audit engagements and risk management for the Mission; provides uniform guidance and procedures for risk and financial management of all appropriated and non-appropriated funds available to the Mission, including implementation of internal accounting controls to safeguard those funds and other USAID/Afghanistan assets.

2. Statement of Duties to be Performed

a. Risk Management:

The incumbent serves as a principal financial management advisor and serves as a team leader/mentor supporting Host Government on-budget assistance programs, financial audits and risk management for the Mission, provides uniform guidance and procedures for risk and financial management of all appropriated and non-appropriated funds available to the Mission, including implementation of internal accounting controls to safeguard those funds and other USAID/Afghanistan assets.

The incumbent serves as an advisor to Senior USG officials and their staffs regarding the financial implications of existing or contemplated agreements; assures that financing and reporting procedures, which conform with USAID's financial and program reporting systems and with the requirements and limitations of U.S. Government and Cooperating country laws and regulations, are fully considered and set forth in Implementation Letters, grant projects, and contract agreements; evaluates the effectiveness of implementation of Host Government programs, based upon internal control reviews, analyses of accounting reports on the use of manpower, supplies, equipment, and facilities and alerts the Controller to problem areas.

The incumbent acts as the Senior USAID/Afghanistan’s technical expert involving the performance of comprehensive audits and examinations of all types of Mission and Host Government programs, to determine compliance with applicable legislation, regulations, policies and procedures to determine and evaluate the extent and quality of program and project implementation. The incumbent participates in the scheduling and establishing the scope of comprehensive audits of mission, contractor, cooperating country, and grantee financial transactions, and utilization of U.S., cooperating country, and third country funds, goods, and services with the budget of more than $5 billion. The incumbent serves as a Contracting Officer Representative (COR) and in that capacity is responsible for the initiation, negotiation, management and quality review of agency contracted audits and other financial services with Certified Public Account (CPA) firms for a total contract value of approximately $750,000 annually.
USAID/Afghanistan performs the Public Financial Management Risk Assessment Framework (PFMRAF) Stage II Risks Assessments, Financial Reviews and Limited Audit Reviews in house without contracting a CPA firm to perform all these for the Mission. The incumbent leads the aforementioned activities, including developing/reviewing Scopes of Work, leading the fieldwork and drafting/reviewing the reports.

The incumbent leads administrative, operational, and program activities involved in advising on the accounting and internal control operations of the Host Government and implementing partner organizations. The incumbent conducts reviews, assessments on government ministries, agencies, and parastatal, and issues written reports on the work performed; reviews, critiques, and revises audit reports and prepares transmittal letters for dissemination of audit reports within the Mission, Host Government, Contractors, and others as required by the assessment engagements. The incumbent designs all Mission Assessment, Review and Risk Mitigation audit programs; oversees the financial audit of program funds (more than $1 billion) and assessment work conducted by Controller Office and Host Government partner teams; ensures that all work-papers and assessment test documentation support the summary audit report recommendations issued. The incumbent develops internal policies and procedures governing the status, execution, and conduct of audit and assessment programs; accomplishes work related to the conceptualization, design, documentation, and/or management of centrally administered financial and program audit/assessment projects. Programs/projects may be targeted toward a specific entity/situation, or they may be targeted to a specific development problem. The incumbent develops concept papers, project authorizations, and project amendments, in line with Agency regulations and guidance.

b. Support to USAID Program Operations:

The incumbent serves a key role within the USAID/Afghanistan Mission to ensure full collaboration with the Government of Afghanistan (GoA), at both federal and provincial levels, and manages the technical financial management aspects of on budget programs including general or sector-specific on budget activities, and Fixed Amount Reimbursement Agreements (FARAs) under host-country contracting agreements.

The incumbent ensures all required monthly, quarterly, and annual financial accounting reports are prepared on a timely basis and verified for accuracy prior to presentation for certification to the Controller; that reconciling items are kept at a manageable level; that the US Treasury and USAID/Washington/OFM are advised of any discrepancies; and, that corrective actions are taken immediately.

c. Financial Management Controls:

On behalf of the Controller, the incumbent oversees internal control assessments and payment verification reviews as required by the Federal Managers’ Financial Integrity Act (FMFIA) and Payment Verification Policy
Statements, and ensures corrective actions, if required, are taken in a timely manner. The incumbent participates fully in Mission Control Review Committee (MCRC) meetings to discuss results of internal control assessments and the FMFIA, and determines final action to strengthen identified material weaknesses; and, participates in the formulation of a multi-year Management Control Strategy for the Mission.

The incumbent provides advice and support to Mission management and Mission program and technical offices on all unilateral, trust fund, and operating expense funding documents; and, provides guidance on funding and payment language in bilateral Assistance Agreements with the host government, and on all other funding documents, including implementation letters and fixed amount reimbursement agreements with the local government and other partners.

d. Policy and Procedure:

The incumbent reviews, evaluates, updates, develops, and ensures implementation and monitoring of USAID and Mission financial management procedures, policies, and internal controls/segregation of duties; clarification of ambiguous policy points; roles and authorities; and, responsibilities for all functional areas of financial management for the Mission, including developing flow charts, procedural narratives, written instructions/guidance, drafting Mission Orders and Memorandums of Understanding (MOU), etc. The incumbent is the primary non-USDH contact person with key officials in USAID/Washington/CFO, other Critical Priority Countries (CPCs), and other Missions on Agency development and the implementation of policies and improvements for CPC countries.

e. Staff Management and Supervision:

The incumbent provides direct supervision and guidance to nine (9) USAID/Afghanistan Financial Analysts and ensures that they fully understand and implement agency financial-related policies, applicable laws and regulations, and on-going updates to these policies and laws. As such, the incumbent is the Subject Matter Expert (SME) for administering the Mission Accountable Assistance to Afghanistan (A3). The incumbent is responsible for long-term strategic planning of objectives, and for management of a substantial staff, supervisory responsibilities include: interviewing potential employees; planning, organizing, and scheduling work; preparing performance plans and evaluating performance; providing career counseling, when necessary; creating and implementing career development and training plans; maintaining quality control and consistency of staff performance; and, conducting formal and informal training sessions on accounting, internal controls, and accounts payable concepts for the staff, and also for Mission employees and external stakeholders.

The incumbent provides mentoring, hands-on training, and direction to nine (9) USAID/Afghanistan Financial Analysts and to Government of Islamic Republic of Afghanistan (GIRoA) Civil Service employees. The incumbent
also provides formal technical financial training to Cooperating Country National (CCN) and Third Country National (TCN) staff, GIRoA Civil Service employees and USAID/Afghanistan partners on topics including best practices related to audit, internal controls, and public financial management.

3. Supervisory Relationship

The incumbent works independently and under the general supervision of the USAID/Afghanistan Controller, and/or Deputy Controllers and/or Financial Management Officers, who provides overall objectives, suggests approaches to consider, and reviews completed reports and other assignments. The Controller outlines constraints and limitations imposed by Agency policy statements, law, and regulation. The incumbent may occasionally receive assignments directly from the senior Mission management, but the Controller is advised of conflicts or conflicting direction if necessary. The Controller or his/her designee is normally available for consultation on an as-needed basis, but overall supervision is minimal. Work is evaluated based on accomplishments and for conformance to policies and procedures.

4. Supervisory Controls

The incumbent directly supervises nine (9) CCN financial analysts and risk management personnel. The incumbent provides guidance, training, approves leave, plans workload, and exercises normal first-line of supervision.

10. AREA OF CONSIDERATION:

Cooperating Country Nationals (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

According to ADS 309.3.3, a “USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy.”

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT:

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov. Applications submitted to this email address will not be considered. 

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.
II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. **Education:** A Bachelor’s Degree in accounting, finance, or business administration is required. (Education requirement must be met at the time of application for the subject position).

b. **Work Experience:** At minimum of seven (7) years of progressively responsible experience in auditing, financial management and risk assessment within a reputable private/public organization, non-governmental organization, international donor or in a diplomatic mission is required. (Work experience requirement must be met at the time of application for the subject position).

c. **Language:** Level IV abilities in both written and spoken English and Dari/Pashtu are required. (English language ability will be tested).

d. **Knowledge:** The incumbent requires a mastery and understanding of public financial management, professional accounting/auditing principles, theories, practices, and terminology as they relate to USG, Afghan, and International Generally Accepted Accounting Principles (GAAP) standards. A good knowledge (or the ability to acquire this knowledge) of the Federal Acquisition Regulations, AID Acquisition Regulations, contract/grant cost principles, as well as other laws, regulations, and procedures associated with USG accounting is required.

e. **Skills and Abilities:** The incumbent must possess a high level of analytical skills, decision-making ability, professional expertise, and independent judgment, including the ability to compile and present large amounts of financial information in an understandable manner. The incumbent must demonstrate outstanding leadership qualities in order to serve as a role model for Financial Management Office (FMO) and Mission. The incumbent must have the ability to develop and supervise a large subordinate staff, and coordinate myriad elements of a complex organization. The incumbent must have the ability to perform sophisticated analysis of complex management controls, and must maintain effective working relations at all levels of USAID/Afghanistan in Kabul, US Embassy, contractors, vendors, and host-country officials. The incumbent must have excellent writing skills and be able to make formal presentations to Mission staff, at all levels, and to GiRoA and implementing partner (IP) personnel.

III. EVALUATION AND SELECTION FACTORS

- Work Experience 40 points
- Knowledge 30 points
- Skills and Abilities 30 points

**Maximum Points:** 100 points

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and to an oral interview.
IV. PRESENTING AN OFFER

13. Applicants are requested to submit a complete application package which must include all required documents (provided below) to AFPAKjobs@usaid.gov with a Subject line: Supervisory Financial Analyst (72030618R10024).

Offers must be received by the closing date and time specified in Section I, item 3

REQUIRED DOCUMENTS:

a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.

b. Updated and signed version of Application for Employment as a Locally Employed Staff (DS-174) https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link http://www.acbar.org/applicationform. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND

c. A current resume or a curriculum vitae.

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV OR UPDATED AND SIGNED DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:
Ø Only short-listed candidates will be notified.
Ø This vacancy is open only to Afghan Nationals.
Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
Ø No in-person appointments or telephone calls will be entertained.
Ø Applications submitted as .RAR file will not be accepted by the system
Ø 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.
Ø 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.
Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.
Ø Offers must be received by the closing date and time specified in Section I, item 3.
Ø To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.
V. **LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

VI. **BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

**BENEFITS and ALLOWANCES:**

a. 25% Unique Conditions of Work Allowance (UCWA)
b. Transport Shuttle Service to Female Staff Only
c. Premium Pay
d. Leave Benefits
e. Medical Benefits
f. Death and Disability Benefits
g. Retirement and other end of service benefits
h. Travel and TDY Benefits

VII. **TAXES**

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

VIII. **USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCNPSC awards are available at these sources:


4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See [https://www.oge.gov/web/oge.nsf/OGERegulations](https://www.oge.gov/web/oge.nsf/OGERegulations).

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.