SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – Supply Clerk FSN-05 (Multiple Vacancies)

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 KblAIDHR@usaid.gov.

Sincerely,

Dustin Kohls
Executive Officer
Female candidates are strongly encouraged to apply

I. GENERAL INFORMATION

1. SOLICITATION NO: 72030619R10005

2. ISSUANCE DATE: November 05, 2018

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: November 19, 2018 no later than 4:30 pm Kabul time.

4. POSITION TITLE: Supply Clerk - (Multiple Vacancies)

5. MARKET VALUE: Equivalent to FSN-05 (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 incumbent conducts the day to day administrative and operations functions of the Property Unit, overseeing a multi-million dollar inventory of expendable and non-expendable property in multiple facilities at multiple locations. The incumbent supervises warehousemen and trades helpers in the use of material handling equipment, and the handling, storage, and distribution of supplies and equipment throughout the mission and provides safety oversight of storage facilities and equipment. The incumbent maintains detailed records in both electronic and hard copy formats utilizing various computerized systems. The incumbent prepares regular reports including inventory and receiving reports, disposition and transfer documentation and the updating of official records.

   The incumbent serves as the Acting Property Operations Assistant in their absence, and assist in the overall responsibility for receiving and handling, tracking and monitoring, the status and location of all property.

   2. Statement of Duties to be Performed

   • Direct the day-to-day work for FSN-03 Supplies Clerks (Trades Helpers)
   • Oversee all functions of receiving property including unpacking, identifying, and checking items against receiving documents and acknowledging receipt.
• Ensure the safety and security of USAID/Afghanistan stockrooms from abuse, misuse and theft including conducting regular safety talks and coordinating required trainings.

**Property Tracking and Monitoring**

• Determine appropriate item code for hundreds of different items of inventory
• Coordinate and conduct regular inventories of expendable and non-expendable property.
• Arrange/conduct periodic inventories and spot checks to monitor maintenance/utilization of United States Government (USG) property. Review reports and enter changes into the computerized expendable and Non-Expendable Property Application (NEPA) system.
• Track property items being repaired; maintain temporary status record and update non-expendable property application NEPA system. Determine cause of damage and determine amount of money to be collected from personnel to whom property was issued.

**Receiving**

• Direct moving of all incoming items to storage areas using mechanized materials handling equipment such as forklifts, as well as hand trucks.
• Plans optimization of storage space to accommodate changing inventories of stored property.
• Prepare written Receiving and Inspection Reports (RIR) for receipt of items within ten (10) days of receipt and immediately input data into USAID/Afghanistan tracking system. RIR to include any damage or missing segments and RIR distributed to Deputy/Executive Operation and staff.
• Plans and direct the unloading, movement, assembly and placement of supplies and property.
• Computer entry of expendable and non-expendable items into USAID/Afghanistan property management systems.
• Uses USAID/Afghanistan database to analyze stock use, review minimum/maximum levels for re-order levels, prepare replenishment orders and submit reports monthly to Deputy/Executive Operations and Property Assistant Operations Assistant for approval.
• Coordinates with Offices and Sections to study efficient use of stock, purge unused items, and determine best practices for stock control and supplies management.

**Maintenance**

• Maintains continuing inventory records, locating and counting stock on hand, and comparing totals with storage area tags, and updating stock records.
• Maintenance of stock record cards, property record cards, and custody records of the office furnishings and equipment issued to USAID/Afghanistan staff.
• Determines appropriate item code for almost 500 different items of inventory
• Determines life cycle of property based on appropriate regulations and historical data; and estimate salvage value based on historical earnings.
• Overall responsibility for tracking and monitoring status and location of the complete inventory of USAID/Afghanistan expendable and non-expendable supplies, working with the Embassy GSO Supplies and Warehouse sections to insure the integrity and safekeeping of USG property, compiling and reviewing incoming/outgoing reports.

Issuance and Transfer

• Maintains master inventory of the Agency’s expendable and nonexpendable property, numbering over 500 individual pieces of property, and records status of issue from the warehouse to the recipient.
• Transmits copy of transfer document to the new responsible officer, establish suspense date, and ensure receipt of signed accountability documents.
• Review and ensure compliance of requisitions submitted for issuance of expendable supplies and non-expendable property, and also obtain concurrence of Property Management Assistant on items of substantial value or short supply.
• Manages the requisitioning of supplies by more than ten (10) offices, maintaining hard and soft copy of requisitions.
• Issues requisitioned supplies, picking item from stored inventory, adjusting inventory records, assembling items, and moving to warehouse checkout area.
• Oversees the receiving and inspection of all expendable and non-expendable goods and equipment purchased by the Mission.
• Record Keeping- hard and soft copies of inventories, transfers, receiving and personnel.

Disposal

• Determines life cycle of property based on appropriate regulations and historical data; and estimate salvage value based on historical earnings.
• Determines, in conjunction with Property Operations Assistant which office equipment, furniture, appliance and equipment is due for disposal; determines appropriate disposal methods, e.g., sale, transfer or destruction and prepare the appropriate forms and documentation such as OF-132 and obtains signatures of the appropriate Office.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

The incumbent is directly supervised by the Property Operations Assistant.

4. Supervisory Controls

None
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 309.3.1.4 d. “USAID policy is that a CCNPSC is preferred over a TCNPSC 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: Completion of High School is required. (Education requirement must be met at the time of application for the subject position).

b. Work Experience: A minimum of two (2) years of practical experience in warehousing and supply related activities, of which preferably should have been in a warehouse or supply program management of an international organization is required. (Work experience requirement must be met at the time of application for the subject position).

c. Language: Level III (good working knowledge) speaking/reading of English language and Level III (good working knowledge) speaking/reading of Dari and/or Pashto is required. (English language ability will be tested).

d. Knowledge: Incumbent must have good working knowledge of storekeeping, supply procedures and local instructions.

e. Skills and Abilities: Able to operate material handling equipment such as forklifts, pallet trucks and hand trucks. Level I typing ability (less than 40 words per minute). Good computer skills in the use of e-mail and computer programs. Ability to deal effectively with customers, liaise with outside contacts and organize/prioritize multiple tasks.
III. EVALUATION AND SELECTION FACTORS

- Work Experience 40 points
- Knowledge 35 points
- Skills and Abilities 25 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 or offer submission: Supply Clerk FSN-05 (72030619R10005).

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 curriculum vitae.

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE (3) 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 unsigned/old DS-174 form will not be considered.
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 Contracting Officer (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. Defined Contribution Plan (DCF) 12% of the base salary
c. Transport Shuttle Service to Female Staff Only
d. Premium Pay
e. Leave Benefits
f. Medical Benefits
g. Death and Disability Benefits
h. Retirement and other end of service benefits
i. 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/OGE%20Regulations.

**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.