I. GENERAL INFORMATION

1. SOLICITATION NUMBER: SOL-72030618B00025
2. ISSUANCE DATE: May 24, 2018
3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: June 08, 2018 no later than 16:30 Kabul time
4. POSITION TITLE: Program Analyst (Budget)
5. MARKET VALUE: GS-12 ($63,600 - $82,680)
   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.
7. PLACE OF PERFORMANCE: USAID/Afghanistan
8. WHO MAY APPLY: United States Citizens (including Permanent Residents) and Third Country (non-US, non-Afghan) Nationals*
9. SECURITY LEVEL REQUIRED: As an employment pre-condition, the successful applicant is required to obtain Moderate Risk Public Trust (MRPT) access authorization.

10. STATEMENT OF DUTIES:

   1) General Statement of Purpose of Contract:
   The incumbent supports and advises the Office of Program and Project Development (OPPD) budget team by providing expert budget development and management guidance in support of the USAID strategy and program design and management process. The incumbent assists on the programming and management of USAID/Afghanistan’s annual budget.

   The position requires a broad knowledge of administrative and managerial techniques, and awareness of and ability to maintain collaborative relations with specialists of various disciplines. Advanced planning and preparation are key, as well as the ability to respond to new requirements on extremely short notice.

   2) Statement of Duties to be Performed:
   The incumbent supports the OPPD budget team, and provides expert budget development and management guidance in support of USAID’s strategy and program design and management process.

   Budget Formulation, guidance and support:
   The incumbent provides guidance and assists the OPPD budget team in the development of current and out-year budgets; ensures that technical offices are engaged in program budget planning and development, and that the final budget reflects Mission strategies, Mission needs, and Front Office priorities.

*Please see Section 11: Area Of Consideration
The incumbent provides guidance and assistance in the creation and application of criteria for allocation of funds to programs and projects; assists with annual Operational Plan (OP) budget data entry and review; and ensures accuracy of budget data (i.e. Implementing Mechanism allocation and Key Issue attribution) in the Foreign Assistance Coordination and Tracking System (FACTS) Info. The incumbent also supports the budget team with the coordination and submission of the annual OP and Performance Plan and Report processes, with the coordination of OPPD biannual program portfolio reviews, and with the verification of data used Mission-wide for the Quarterly Financial Reviews (QFRs).

The incumbent works with the OPPD budget team and the Office of Financial Management (OFM) to set standards for budget documents, spreadsheets, narratives and database management to organize and oversee the development and use of budget tools and practices. The incumbent assists in the drafting of congressional notifications, development and editing of obligation documents, action memos, waivers and other documents needed for budget decisions.

The incumbent coordinates the preparation and approval of a wide range of budget and project design/implementation documents, which include: action memo clearance packages, waivers, annual operational plans and performance reports, quarterly accrual exercises, requisition actions, audit tracking, special request reports, and other project administrative requirements.

The incumbent provides expert financial advice, analysis and recommendations on financial feasibility of activities, and provides alternatives when appropriate; assists technical and subordinate staff in complying with relevant USAID and U.S. Government financial, budget, and procurement requirements; provides formal and informal training to staff in the area of budget analysis and management.

The incumbent supports technical staff with project design, modifications and close-out; coordinates requesting actions for new actions and amendments to existing awards.

The incumbent is responsible for organizing and overseeing development and use of budget tools and practices.

The incumbent advises on and assists in the development of current and out-year budgets, ensures the mission management team is engaged in the process, and that final budgets reflect Mission needs as well as Front Office priorities; informs the application of the current year OP budget to technical programs and projects; assists in the creation and application criteria for the allocation of funds to programs and projects; drafts budget justification documents (reclamas, impact of budget changes on programs, etc.) and develops the annual calendar of budget actions that will ensure effective budgetary management.

**Funds Use and Tracking:**

The incumbent reviews budget tables for accuracy and content, analyzes information and issues and supports the budget team in the oversight application of budget rules and policy, and ensures compliance and tracking of earmarks and Congressional priorities; provides technical guidance and assists the OPPD budget team in organizing and coordinating formal reviews of pipeline and budget; develops and/or edits obligation documents, action memos, waivers and other documents needed for budget decisions and drafts or edits Congressional Notifications.

The incumbent must be able to use judgment and creativity in interpreting and adapting guidelines and, in many instances, must establish criteria and propose new programs for
resolving unyielding problems. The ability to complete assigned tasks, and respond to new requirements on extremely short notice is needed.

The incumbent must have expert knowledge of the concepts, principles, and practices related to the United States Government (USG) Foreign Assistance budget cycle, systems and financial management; experience in developing obligation documents, action memos, waivers and other documents needed for budget decisions; the ability to analyze budget operations, assess and evaluate operational effectiveness, identify and recommend solutions, and improve methods of implementation.

**Other OPPD Office support:**

The incumbent is required to be a member of the Strategy and Project Design teams and must be able to guide such teams in the preparation of the resource allocation sections of Strategy and Design documents such as the Country Development and Cooperation Strategy (CDCS), Project Appraisal Documents (PADs) and Activity design documents; advising on key components of these documents such as the indicators and targets; performance management plans and project monitoring; development of project budgets and obligation plans; procurement and implementation planning; and USG and USAID legal/policy/regulatory requirements as they relate to budget/resource allocations.

The incumbent develops; sections of “influence plans” as part of project designs to leverage the resources and actions of other development actors including the private sector; and language for funding agreements between USAID and other development entities and stakeholders as necessary.

The incumbent supports the establishment and implementation of annual plans for performing financial management reviews of the Mission's implementing partners, lead efforts aimed at building the capacity of local Non-Governmental Organizations (NGOs), and assists the USAID/Afghanistan technical offices and partners in implementing appropriate corrective actions to strengthen internal financial, administrative and management control.

The incumbent could serve as Agreement/Contracting Officers Representative (A/COR) for multiple awards as necessary and will be responsible for the day-to-day management and administration of those programs. The incumbent works with implementing partners to establish a monitoring system to measure the effectiveness of USAID assistance in accordance to Mission reporting guidelines, review and approve annual work plans and annual resource requirements, and work closely with the USAID/Washington team and implementing partners to provide technical direction as needed.

Where possible, the incumbent conducts regular site visits or implement other USAID/Afghanistan multi-tiered monitoring approaches to monitor program implementation and obtain beneficiary and other stakeholder feedback. Based on the information collected, the incumbent communicates findings and makes recommendations to USAID/Afghanistan and implementing partners as appropriate.

The incumbent ensures that partners are in compliance with all pertinent USAID regulations and procedures. The incumbent applies specific in-depth knowledge of applicable U.S. Government laws, legislative directives and regulations regarding the allowable use of Development Assistance funds.
Mentoring/Coaching:

The incumbent is a Mentor and Coach for his/her local Afghan Cooperating Country National (CCN) colleagues, sharing knowledge and empowering them to expand their abilities and assume additional and more complex duties.

3) USAID Consultation or Orientation (if applicable):

The selected applicant shall proceed to the Washington, D.C. area for two weeks of mandatory training to complete the Foreign Affairs Counter Threat CT-650 (FACT) and the Afghanistan Familiarization RS-415 (FAM) courses (if FAM was not completed within the past five years and if FACT training did not include the ESCAPE Module) prior to proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT and FAM are mandatory courses for service in Afghanistan.

4) Supervisory Relationship:

The incumbent works daily in close coordination and provides mentorship to all USAID/Afghanistan budget specialists embedded in the different Mission technical offices. Furthermore, the incumbent provides regular guidance to the Mission’s AORs/CORs, and Program/Activity Managers, on budgeting compliance regulations and levels. In addition, the incumbent spends time overseeing the work of several simultaneous CCN TDY and institutional contractors.

5) Supervisory Controls:

The OPPD Budget Unit Team Leader supervises the incumbent. The incumbent is an expert in the field and thus carries out his/her work independently, providing technical leadership and guidance to CCN staff, other contractors, partners, and customers.

11. AREA OF CONSIDERATION:

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. USPSCs are also preferred over TCNPSCs with equivalent qualifications.” Therefore, United States National (USN) offerors will be evaluated in isolation first and only when/if there is no USN qualified, only then Third Country National (TCN) offerors will be considered.

- Be a U.S. citizen or U.S. Permanent Resident (“green card holder”); or
- Be a Third Country National. Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident of the United States nor of the country to which assigned for duty (Afghanistan), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses;
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain a Medium Risk Public Trust (MRPT) access authorization;
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested;
• Employment is subject to funds availability and all the required approvals obtained.

12. **PHYSICAL DEMANDS:**

The primary location of work will be on the U.S. Embassy/USAID compound in Kabul, Afghanistan. No special physical demands are required to perform the work.

13. **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.

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

a) **Education**: A Bachelor’s degree in accounting, finance, public finance, business administration, economics, project management or development. (Education requirements must be met at the time of application for the subject position).

b) **Work Experience**: A minimum of seven (7) years of experience in developing, managing and evaluating development programs including strategic planning and performance-based management, budgeting, project design and feasibility. (Work experience requirements must be met at the time of application for the subject position).

**III. EVALUATION AND SELECTION FACTORS**

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

1. **SELECTION PROCESS**

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant’s references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant’s cover letter; USAID will delay such reference checks pending the applicant’s concurrence.
2. EVALUATION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant’s writing, presentation, and communication skills. On a supplement document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 500 - 1000 words (approx. 1/2 typewritten page) per factor. Applicants should describe specifically and accurately experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.

FACTOR #1: Explain in detail the outcome of a mentoring relationship you had in which you served as a mentor to a budget specialist or specialists.

FACTOR #2: Describe any experience you have had and your role in it helping your organization save funds and or draw down on a huge pipeline of unspent funds.

FACTOR #3: Outline the methods you used, or would use, to enable positive change in the workplace when you did not have the designated leadership authority to do so.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

<table>
<thead>
<tr>
<th>Evaluation Factors</th>
<th>Factor #1</th>
<th>15 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Factor #2</td>
<td>15 points</td>
<td></td>
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<tr>
<td>Factor #3</td>
<td>15 points</td>
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</tr>
</tbody>
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Interview Performance 55 points

Interview questions will revolve around the candidate’s ability to:

- Reveal mastery of budget and finance management- planning and execution of budgets
- Communicate fluently in English showing the ability to clearly explain budget items to non-budget and finance staff
- Reveal the ability to pay attention to detail while being patient enough to effectively teach others the intricacies of budget planning, formulation, monitoring, and implementation.
- High emotional intelligence as shown in an ability to work effectively and without causing “drama” in a multi-cultural, multi-disciplinary environment
- Show involvement in strategy, project, and activity design and other areas of the program cycle.

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)
Total Possible Points: 100

IV. APPLYING

All applications must be submitted electronically by e-mail with the subject line SOL-72030618B00025 – Program Analyst (Budget) to: AfgPSCjobs@usaid.gov

Attention: Executive Officer
            USAID/Afghanistan
            Human Resources Office

Applicants may submit an application against this solicitation prior the closing date and time specified in Section I, item 3 mentioned above unless revised. The highest ranking applications may be selected for an interview.

Qualified applicants must submit the following documents or their applications will not be considered for this position:

1. U.S. government AID 302-3 (signed) form which is available at the following link: https://www.usaid.gov/forms/aid-302-3. Indicate on Section H (General) 1b. If you are a U.S Permanent Resident.
2. A current curriculum vitae (CV) or resume.
3. A minimum of three (3) professional references with telephone and e-mail contacts, 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.

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 work 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 in the rejection of their application from further consideration.

Please cite the solicitation number and position title within the subject line of your email
application. Any attachments provided via email must be compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. Application letters and forms must be signed. Incomplete and unsigned applications/forms will not be considered.

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. **LIST OF REQUIRED FORMS FOR PSC HIRES**

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570)
4. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258)

VI. **BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section.

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)
   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).
*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.
VII. TAXES

USPSC’s are required to pay Federal income taxes, FICA, Medicare and applicable State income taxes.

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

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

1. USAID Acquisition Regulation (AIDAR),
   - Appendix D, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including contract clause “General Provisions,”


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.