SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) Auditor - FSN-11 – (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 kblaidfsnjobs@usaid.gov.

Sincerely,

Dustin Kohls
Executive Officer
Female candidates are strongly encouraged to apply

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72030619R10027

2. ISSUANCE DATE: April 21, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: May 07, 2019 no later than 4:30 pm Kabul time.

4. POSITION TITLE: Auditor (Multiple Vacancies)

5. MARKET VALUE: Equivalent to FSN-11 (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 (1) year, with the possibility of extension up to a total of five (5) 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 candidate is required to obtain U.S. Embassy Kabul, Afghanistan Regional Security Office (RSO) Security Clearance.

9. STATEMENT OF DUTIES

   1. General Statement of Purpose of the Contract

   The incumbent serves as an Auditor in the U.S. Agency for International Development (USAID) Office of Inspector General (OIG) Kabul, Afghanistan Sub-office. Under the supervision of a U.S. direct hire Auditor, the incumbent is responsible for auditing USAID programs, functions, and operations in the OIG Kabul Sub-office. The incumbent will perform financial and performance audits based on generally accepted government auditing standards, conducts internal control and fraud assessments, develop audit procedures, perform various analytical audit procedures, and make recommendations to management to address weaknesses identified. In addition, the incumbent performs a variety of other projects, including performing audit desk reviews of Agency nonfederal audits, quality control reviews, presentations, and other work assigned. The incumbent coordinates with USAID officials to present the audit results recommendations, orally and through written audit reports, and also liaises with USAID partners/beneficiaries, external auditors, and host country supreme audit institution officials.
2. **Statement of Duties to be Performed**

1. The incumbent performs audits, follow-up audits, desk reviews of reports prepared by nonfederal auditors for adherence to laws, regulations, and agreed-upon procedures. The incumbent conducts quality control reviews on nonfederal audits to ensure contracted audit work is performed consistent with Generally Accepted Government Auditing Standards (GAGAS), OIG, and other required professional standards.

2. The incumbent, located in the Office of Inspector General (OIG) Kabul Sub-office serves on an audit team responsible for conducting broad financial and performance audits on USAID programs, functions, and operations in programs, and/or other entities. The incumbent is responsible for performing all segments of the audit – planning, fieldwork, and reporting the results of the audit. The incumbent conducts all audit work in accordance with government auditing standards, using TeamMate audit management software. As directed by the lead auditor, the incumbent is responsible for professionally preparing important segments of the audit, including: audit proposals; planning audits; developing audit programs; conducting field work; conducting interviews with Agency and other officials; identify appropriate sources and systems for gathering data and information, and analyzing evidence from the organization or program being audited; developing relevant conclusions with documented support; coordinating with OIG stakeholders; preparing and indexing working papers in TeamMate; writing debriefs and audit reports; conducting entrance and exit conferences with the auditee; and facilitating recommendation closure with the auditee. When directed, the incumbent will act as a team leader and provide technical guidance to staff assigned to the audit.

3. The incumbent works as an auditor under the supervision of a U.S. direct hire auditor to: evaluate the efficiency, effectiveness, and economy of U.S. foreign assistance programs, functions, and operations; determine compliance with applicable laws and regulations; evaluate internal controls; and identify fraud, waste, and abuse.

4. The incumbent contributes to various other tasks as assigned by the supervisor, such as contributing to annual audit planning, training other audit staff, independently referencing OIG products such as draft and final reports, performing special analyses, providing feedback for performance appraisals, representing the OIG in professional settings and interprets Arabic records, documents and oral discussions and translates them into English, to complete audit work, and for other professional purposes, as assigned.

The contractor is eligible for temporary duty (TDY) travel to 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 supervisor of record is the U.S. direct hire audit team lead in the USAID OIG Kabul Sub-office who provides the incumbent with general day-to-day guidance and supervision.
4. **Supervisory Controls**

None.

10. **AREA OF CONSIDERATION:**

Cooperating Country National (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: kblaidfsnjobs@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:** 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:** Minimum of five (5) years progressively responsible professional experience in accounting or auditing is required. Experience in information system in financial management/auditing is required. (Work experience requirement must be met at the time of application for the subject position).

c. **Language:** Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari or Pashto is required. The incumbent must be able to express ideas and concepts clearly and accurately both verbally and in writing. (English language ability will be tested).

d. **Knowledge:** A thorough knowledge and understanding of generally accepted government auditing standards and generally accepted accounting principles, theories, and terminology is required. In-depth professional knowledge of U.S. laws, regulations and policy including USAID’s Automated Directive System (ADS), Government Accountability Office standards, and Office of Management and Budget guidance, and
functional regulations, such as the Federal acquisition regulation, especially as they relate
to performing audits of development programs and activities are required. Familiarity
with USAID program and activity design, implementation, and evaluation is required.

e. **Skills and Abilities:** Excellent written and oral communication skills, highly developed
analytical and planning skills and the ability to interpret and apply government auditing
standards and techniques is required. Skills and abilities in performing audits, including
financial, performance, and compliance reviews, and internal control and fraud risk
assessments are required. Ability to perform sophisticated analysis of management
controls, and evaluate and identify the capability and capacity of USAID
partner/beneficiary organizations and systems is required. Ability to exercise independent
judgement and work through complex challenges in a logical and timely manner to
identify system vulnerabilities and be able to present the risks in a clear, concise, and
convincing manner. Strong interpersonal skills and tact to conduct effective working
relationships with employees and officials throughout the audit process, and the ability to
professionally represent the OIG. Proficient skills in writing English, and MS Word and
MS Excel are particularly important. Must be willing to travel outside the country to the
Middle East, Europe, the U.S., or elsewhere as required.

III. **EVALUATION AND SELECTION FACTORS**

Below factors will be used for screening candidates to be considered for English Proficiency and
written examination.

- Work Experience 35 points
- Knowledge 30 points
- Skills and Abilities 35 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 Auditor
FSN-11 (SOL#: 72030619R10027). 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
c. A current resume or 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/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 and/or WinZip file will not be considered.
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 in 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.