



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72030620R10001

ISSUANCE DATE: October 01, 2019
CLOSING DATE/TIME: October 15, 2019 (4:30 pm KBL time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) **Administrative Assistant – FSN-07 – (Multiple Vacancies) (Different Technical/Program/Operation Supporting Offices)**

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,

David Smale
Supervisory Executive Officer

Female candidates are strongly encouraged to apply

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72030620R10001**
- 2. ISSUANCE DATE: October 01, 2019**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: October 15, 2019 no later than 4:30 pm Kabul time.**
- 4. POSITION TITLE: Administrativa Assistant – (Multiple Vacancies) (Different Technical/Program/Operation Supporting Offices)**
- 5. MARKET VALUE: Equivalent to FSN-07 (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:** Employment contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply. The initial CCNPSC contract will be for one year with a four years option pending continued need for the position, contractor performance, and funds availability.
- 7. PLACE OF PERFORMANCE:** Kabul, Afghanistan.
- 8. SECURITY LEVEL REQUIRED:** Foreign Service National (FSN) Security Certification.
- 9. STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

The positions are in USAID/Afghanistan, with different Technical, Program and Operating support offices. The incumbent serves as the principal administrative support person for the Office Director, operating independently of any other position to ensure that administrative functions are performed effectively, efficiently, and in a manner that promotes harmony and problem-solving, so that other Office staff members may be more effective.

The incumbent is the primary contact person responsible for the assigned Office customer service to internal and external partners and other stakeholders, including Mission staff, contractors, Implementing Partners (IPs) and grantees, host-government officials, the Embassy, USAID/Washington, and other customers. In this capacity, the incumbent is responsible for coordinating information about the Office, and making sure that information gets to customers on a timely basis and in a professional manner.

2. **Statement of Duties to be Performed**

- a) The incumbent receives and places phone calls, sends and receives E-mails and Faxes, and sets up meetings and makes appointments at the request of the supervisor and other Office staff within the Mission, the Host Government, donor, IP, NGO, private-sector, and other contacts; arranges transportation as needed; and, takes minutes at meetings when requested. The incumbent schedules appointments based on a good knowledge of the supervisor's commitments, and maintains the Office calendar, reminding the supervisor and others of meetings and appointments. The incumbent takes messages in the absence of the supervisor and other staff, directing callers to other staff members, or answering questions personally; receives and assists visitors, answers questions, or directs them to a staff member who can assist them; schedules meetings for the supervisor, and ensures that attendees are briefed or provided proper background material for meetings; and, participates in maintaining conference room schedules, in coordination with the Administrative Assistant to the Mission Director, other Office Administrative Assistants, and with other Mission administrative staff, arranging for conference room space as required by the size of the group. The incumbent meets with other Mission support staff on a regular and recurring basis.
- b) The incumbent maintains control of all correspondence for the Office, including program/project/activity files provided by Contracting/Agreement Officer Representatives (C/AORs), establishing and maintaining computerized tracking systems to track Office actions, providing weekly reports to the supervisor, receiving and screening Office mail not addressed to a particular individual, drafting non-technical responses to routine correspondence and letters in English and the Host-Country language, distributing incoming official mail to Office personnel and attaching pertinent background material, and searching files and records to assemble background information for correspondence and other pending actions. The incumbent reviews outgoing mail for proper address, routing, attachments, etc., prior to dispatch, reviewing outgoing correspondence for accuracy and conformance with Mission formatting procedures and special instructions. The incumbent distributes internal policies and procedures and, as necessary, maintains a record of when staff received new policies and/or procedures.
- c) The incumbent uses PC-based word processing, spreadsheet, and charting software in the performance of a variety of assignments, types a variety of correspondence, creates electronic tables, develops charts, and prepares other documents in draft and final form, proof-reading for format and consistency with standard formatting requirements prior to submitting for signature. As required, the incumbent locates documents routed for clearance and obtains and tracks clearances and signatures.
- d) The incumbent establishes and maintains files according to standards set by the Mission Correspondence and Records (C&R) Technician/Supervisor in the Executive Office (EXO), and by USAID/Washington; and, marks correspondence and other documents for filing, and files accordingly. Reviews all correspondence prepared in the Office or

elsewhere in advance of the supervisor's signature, corrects errors by drafters and edits correspondence, and assures that responding correspondence fully meets the requirements posed by incoming correspondence to which it pertains. The incumbent maintains and updates Office Handbooks and other documents, such as visitors' lists, telephone listings, personnel rosters, vacation schedules, etc.

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 incumbent receives supervision from the Office Chief, and/or his/her designee, who provides assignments in terms of a discussion of the work to be performed, and Office priorities. Most work occurs as a result of normal Office operations, but special activities may be assigned at any time. The incumbent independently plans and carries out assignments and is responsible for the accuracy of their personal work; work is normally reviewed in terms of results achieved and in meeting Office objectives.

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.

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:** Completion of two years diploma in Secretarial Science or Business Administration is required (Education requirement must be met at the time of application for the subject position).
- b. **Work Experience:** A minimum of three (3) years of related administrative and clerical experience in a private/public organization, non-governmental organization or diplomatic mission 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. (English language ability will be tested).
- d. **Knowledge:** The incumbent should be familiar, or able to quickly become familiar, with the responsibilities and activities of the Office of assignment, as well as possess a general knowledge of standard office procedures and practices. The incumbent should have the ability to develop an excellent understanding of United States Government (USG) file management, mail handling, and correspondence formatting.
- e. **Skills and Abilities:** The incumbent must be proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as designated. The incumbent must be proficient in using the Internet and E-mail.

III. EVALUATION AND SELECTION FACTORS

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

- | | |
|------------------------|-------------------|
| • Work Experience | 30 points |
| • Knowledge | 30 points |
| • Skills and Abilities | 40 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 **Administrative Assistant FSN-07 (SOL#: 72030620R10001)**. 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, dated 05/31/2019) 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 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.

For Frequently Asked Questions (FAQs), please refer to below link:

https://docs.google.com/document/d/1rkZ_Xgdql4Mq9vroj16fJibBYEIRhN0b9PGdldAc-G0/edit?usp=sharing

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 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. **Transportation Allowance**
- 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:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad, “including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
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.