I. GENERAL INFORMATION

1. SOLICITATION NUMBER: SOL-306-17-000081-ODG
2. ISSUANCE DATE: September 25, 2017
3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: October 08, 2017 no later than 16:30 Kabul time
4. POSITION TITLE: Program Analyst
5. MARKET VALUE: GS-09 ($43,251 - $56,229)
   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. The contract and extensions cannot exceed 5 years.
7. PLACE OF PERFORMANCE: USAID/Afghanistan
8. WHO MAY APPLY: Open to US Citizens and Third Country Nationals*
9. SECURITY LEVEL REQUIRED: The successful applicant shall be required to obtain a Secret level security clearance (if U.S. Citizen) or Moderate Risk Public Trust certificate (if Third Country National or U.S. Resident Alien), as a pre-condition for employment.

10. STATEMENT OF DUTIES:

   1) General Statement of Purpose of Contract:

   The incumbent supports and advises the Office of Democracy and Governance (ODG) by providing expert budget and accounting development guidance in support of the USAID/Afghanistan’s strategy and program design and management process. The incumbent assists on the programming and management of USAID/Afghanistan’s ODG annual budget. The incumbent is required to have a broad knowledge of administrative and managerial techniques, and awareness of and ability to maintain collaborative relations with specialists of various disciplines. Advance planning and preparation are key, as well as ability to respond to new requirements on extremely short notice.

   The incumbent serves as the Program Analyst for ODG and reports directly to the ODG Supervisory Program Officer. The incumbent will assist ODG senior staff and all Agreement Officer Representatives and Contracting Officer Representatives (AORs/CORs) to manage program funded projects with an approximately Total Estimated Cost (TEC) of $600 million and with an average of 12 active programs a year. The incumbent will track disbursements and program funding actions including but not limited to: initiate incremental funding, close outs, de-re and sub commitments, develop a project’s historical budget and financial analysis and allocate funds as appropriate. The incumbent is also responsible for coordinating quarterly audit reporting (SIGAR) and financial audit reporting for ODG programs.

*Please see Section 11: Area Of Consideration
The incumbent provides expert advice and services to support ODG in planning, implementing, managing and monitoring the office’s portfolios. The incumbent leads the preparation and Mission approval process for a wide range of ODG budget and project design/implementation documents. This includes but not limited to: action memo clearance packages, waivers, annual operational plans, and annual performance reports, Global Acquisition and Assistance System (GLAAS) requesting actions, audit tracking, special request reports, and other project administrative requirements. The incumbent oversees all ODG budget support and mentors Cooperating Country National (CCN) staff assigned to the Budget Unit in ODG Program Support Team.

The incumbent will establish effective working relationships within USAID and the USG as well as the Government of Afghanistan (GoA) including but not limited to National and Sub-National levels, the parliament, Ministry of Justice, Ministry of Public Health, Arazi, Ministry of Finance and international community, when appropriate. The nature of the position requires that the individual be highly knowledgeable of USAID’s development assistance programs, policies, and budget in order to effectively represent the Agency among the various entities.

2) Statement of Duties to be Performed:

The incumbent provides expert budget development and management guidance in support of USAID/Afghanistan’s strategy and program design and management process for the Office of Democracy and Governance (ODG).

Budget Formulation, guidance and support:

The incumbent manages all budget support for the Office of Democracy and Governance. Incumbent coordinates the preparation and approval of a wide range of budget and project design/implementation documents, which include: action memo clearance packages, change notices, waivers, annual operational plans and performance reports, quarterly accrual exercises, GLAAS requesting actions, modifications and close-outs; coordinate requesting actions for new actions and amendments to existing awards; audit tracking, special request reports, and other project administrative requirements. The incumbent convene and lead regular meetings, in conjunction with the Offices of Acquisition and Assistance (OAA), Financial Management (OFM), and Office of Program and Project Design (OPPD) to address budget, project design, and overall program strategy that will be affecting and impacting the office.

Incumbent is responsible for organizing and overseeing development and use of budget tools and practices and the development of application criteria for allocation of funds to programs and projects; advising of the ODG management on the development of current and out-year budgets, ensures the budget team is engaged in the process and ensure that the final target budget reflects Mission’s need and Front Office priorities and devise tools to assist USAID management in planning, budgeting, and forecasting resources and funding requirements. Incumbent appraises ODG management of the application of the current year Operational Plan budget for technical programs and projects.

The incumbent ensures the accuracy of budget data maintenance (i.e. Implementing Mechanism allocation and Key Issue attribution) in FACTS Info is maintained. Incumbent supports the budget team in coordination and submission of the annual Operational Plan and Performance Plan and Report processes and as well supports the coordination of ODG annual/biannual program portfolio reviews. Incumbent drafts the budget justification
documents (reclaims, impact of budget changes on programs, etc.) and develop the annual
calendar of budget actions that will ensure effective management of the budget.

**Funds Use and Tracking:**

The incumbent leads the coordination efforts with ODG contractors and grantees to
strengthen their financial and program reporting in order to meet increasing information
requests from Congress, auditors, and external/internal audiences.
The incumbent provides direct mentoring/training to ODG technical specialists and CCN
budget and administrative assistants in the areas of budget analysis and management, audit
tracking and response, and financial management of contracts/grants. The incumbent
provides expert financial advice, analysis and recommendations on financial feasibility of
activities, and provide alternatives when appropriate. The incumbent assists technical and
subordinate staff in complying with relevant USAID and U.S. government financial, budget,
and procurement requirements and also provides formal and informal training to staff in area
of budget analysis and management.
The incumbent further assumes responsibility in coordinating responses to budget and other
program information requests and draft official correspondence; advise ODG management on
issues affecting planning, development, budgeting, procurement, implementation, monitoring
and evaluation, and the status of ongoing activities as they relate to achievement of results.

3) **USAID Consultation or Orientation (if applicable):**

The selected applicant shall proceed to the Washington, DC area for two weeks of mandatory
training to complete the Foreign Affairs Counter Threat (FACT) and the Afghanistan
Familiarization (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 has a limited autonomy to independently resolve problems. The incumbent should
work closely with ODG leadership and report directly to Development Program Specialist (FSN-12)
(Program Support Team Leader).

5) **Supervisory Controls:**

The incumbent will engage in hands-on mentoring and capacity building of the staff. The incumbent
does not have a supervisory role.

11. **AREA OF CONSIDERATION:**

For USPSC:

- Be a U.S. citizen or permanent resident/registered alien (“green card holder”);
- Submit a complete application as outlined in the solicitation section titled
  APPLYING;
- Be able to attain a Secret security clearance or Medium Risk Public Trust (MRPT)
  employment authorization;
- Be able to obtain a Department of State medical clearance;
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**: Bachelor's degree in accounting, finance, business administration, or a similar field is required. (Educational requirement must be met at the time of application for the subject position.)

b) **Work Experience**: The incumbent must have at least five years' experience in developing and managing programs including strategic planning and performance-based management, budgeting, project design and feasibility study is required. The incumbent must have a demonstrated experience in project design, implementation and evaluation. (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 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 may result in the applicant not receiving full credit for pertinent experience.

FACTOR #1: Accounting/financial skills:
Knowledge of basic and advanced budgeting skills, the ability to review financial documents and spreadsheets, and to evaluate financial aspects of a variety of programs.

FACTOR #2: Communications:
Interpret financial information, policies and procedures and the ability to explain them to peers and superiors in a simplified manner and be able to present updates, progress or issues clearly.

FACTOR #3: Problem Solving:
Understand financial documents and provide accounting and financial options for the office senior management and be able to identify work priorities and establish deadlines on critical tasks.

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.

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>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Factor #1</td>
<td>30</td>
</tr>
<tr>
<td>Factor #2</td>
<td>10</td>
</tr>
<tr>
<td>Factor #3</td>
<td>10</td>
</tr>
<tr>
<td>Interview Performance</td>
<td>50</td>
</tr>
</tbody>
</table>

Interview questions will revolve around the following areas:
- Candidate's technical skills
- Communication skills and mastery of the English language
- Prior experience in the relevant field (Budgeting)
- Ability and willingness to work as a part of a multicultural, multiethnic team
- Ability to problem solve and think creatively
- Familiarity with relevant concepts like USAID Program Cycle and reporting requirements, applicable ADS sections, international development financial best practices, etc.

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-306-17-000081-Program Analyst to: kblaidpscjobs@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 form which is available at the following website:

2. A current curriculum vitae (CV) or resumé.
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 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 the rejection of their application from further consideration.

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 HIRE

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 CONTRAT 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.

ALL QUALIFIED APPLICATIONS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.