I. GENERAL INFORMATION

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<table>
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<tbody>
<tr>
<td>1. SOLICITATION NUMBER:</td>
<td>SOL-72030618B00022</td>
</tr>
<tr>
<td>2. ISSUANCE DATE:</td>
<td>April 18, 2018</td>
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<tr>
<td>3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:</td>
<td>May 03, 2018 no later than 16:30 Kabul time</td>
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<tr>
<td>4. POSITION TITLE:</td>
<td>Senior Contract Specialist (Potential for Multiple Recruitments)</td>
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<td>5. MARKET VALUE:</td>
<td>GS-15 ($105,123 - $136,659) Final compensation will be negotiated within the listed market value.</td>
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<td>6. PERIOD OF PERFORMANCE:</td>
<td>The period of performance is one year, with the possibility of extensions.</td>
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<td>7. PLACE OF PERFORMANCE:</td>
<td>USAID/Afghanistan</td>
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<td>8. WHO MAY APPLY:</td>
<td>United States Citizens *</td>
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<td>9. SECURITY LEVEL REQUIRED:</td>
<td>As an employment pre-condition, the successful applicant is required to obtain a Secret clearance</td>
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10. STATEMENT OF DUTIES:

1) General Statement of Purpose of Contract:

The incumbent functions as a Senior Contracting Officer/Advisor (GS-15) within the USAID/Afghanistan Office of Acquisition and Assistance (OAA), with full responsibility for advising the Office Director on urgent and critically sensitive acquisition and assistance initiatives in support of the mission’s critical foreign policy objectives. The effective development, implementation and evaluation of unique and critical procurement actions require a sophisticated understanding of relevant complex laws and regulations. This requires a combination of understanding and initiative to implement appropriate measures in order to be compatible with all existing law, regulations, and policies to permit the successful implementation of programs and activities in support of U.S. foreign policy objectives.

The incumbent will lead initiatives to strengthen Mission adherence to USAID policy and regulations, maintain momentum with procurement actions, and provide mentoring and training to Mission and OAA staff. Responsibilities include high dollar value, complex competitive procurement actions, assistance (grants and cooperative agreements), modifications, delivery and purchase orders, interagency agreements and supply schedule or other related actions.

2) Statement of Duties to be Performed:

The incumbent serves as a senior Contracting Officer (CO) in support of USAID/Afghanistan. As a core team member of USAID/Afghanistan, the incumbent participates in meetings, advise and lead in strategic and procurement planning and provides guidance and instructions on Federal and USAID regulations, policies and procedures to the
Mission personnel and recommends procurement and financing alternatives vis-à-vis appropriate instruments/contract types to achieve Development Objective (DO) Team goals. The mission portfolio contains varied and technically complex regional and country programs characterized by high funding levels with a portfolio value in excess of US$2 Billion. The incumbent establishes periodic work objectives and performance measures, establishes procurement plans and strategies, conducts mid-cycle reviews, and keeps senior mission management informed on all A&A matters, new policies, U.S. legislation, Executive Orders, Federal Regulations and how these may affect USAID A&A instruments. The incumbent provides guidance and support throughout the procurement planning in finalizing DO procurement plans; recommends alternatives and preferable types of instruments (e.g., fixed price, cost reimbursable, task orders, grants or cooperative agreements). The incumbent provides innovative ideas or solutions to situations/problems encountered on a daily basis; provides A&A support and advice to other Contracting Officers, A&A Specialists/DO Teams and Senior Mission Management during peak workload periods. The incumbent participates in the federally-mandated Federal Acquisition Certification in Contracting (FAC-C) program, including planning and performing on-the-job training assignments and coursework to ensure successful completion of the required competencies and annual training requirements. The CO conducts training/mentoring to build long term capacity of the office staff. The incumbent provides periodic training to Agreement/Contracting Officer Representatives (A/CORs).

**Principle Advisor**

The incumbent accomplishes work related to the conceptualization, design, documentation, evaluation and/or management of critical contracting and procurement programs/projects. Programs/projects may be targeted toward a specific situation/organization, or they may be targeted to a specific development problem. Develops, analyzes, and evaluates project authorizations, and project amendments, in line with Agency regulations and guidance. Contributes to the development of USAID’s development and assistance strategies, policies, designs in relation to the critical foreign policy objectives. Leads and participates in the development of strategies, policies, plans and programs for assistance, and other activities within the contracting sector in order to achieve expected results and outcomes.

The incumbent initiates, develops and evaluates procurement guidelines and best practices as outlined through the implementation of sound business practices by implementing partners, consistent with the content of the Foreign Assistance Act and associated laws and regulations. Interprets grant management policies, regulations, procedures, and practices with a lens on implementing reforms and recommends changes as appropriate. The incumbent must serve as a USAID expert in acquisition and assistance business processes with the ability to exercise full independence and presents work issues clearly to senior personnel within the Mission, within the inter-Agency, to the bureau, and external persons, which may include, other donors, and implementing partner organizations.

The incumbent will lead discussions to provide technical offices with guidance in developing and implementing, new or improved strategies, initiatives, policies and procedures to meet unique situations in the implementation of programs/activities critical to the achievement of U.S. foreign policy objectives. These areas comply with chapters or parts of the Code of Federal Regulations (CFR), including in particular the USAID Acquisition Regulations (AIDAR) (48 CFR Chapter 7), requiring the development of special requirements compatible
with cooperating country conditions; the AIDAR supplements and complements the general requirements for U.S. Government contracts contained in the Federal Acquisition Regulation (FAR, 48 CFR Chapter 1). Other CFR Parts governing acquisition and assistance actions in USAID Regulations include Part 201, Part 226, Part 227, and Part 228 of Title 2 of the CFR.

The incumbent acts as a liaison with counterparts in the USAID Afghanistan regional bureau, on behalf of the Mission, to develop strategies, performance indicators, assessments and evaluations of program(s).

**Acquisition and Assistance Guidance**

The incumbent is recognized as a procurement expert for the mission. Advises the mission management, including serves as a resource for the mission acquisition and assistance professionals, responds to frequent oral, telegraphic, and electronic mail requests using extensive technical knowledge, in all areas of the mission technical portfolio. Alerts staff officers of specific problems or anticipated needs and provides guidance on forthcoming actions or recommendations.

**Plans or Accomplishes Special Project Oversight**

The incumbent performs a variety of duties related to special projects involving program issues that contain complicating elements. May manage special crosscutting initiatives and task force groups to accomplish programmatic goals. These groups may review specific programs at the organization or develop new initiatives in various programs areas.

The incumbent provides advisory support to various program areas in Afghanistan/OAA to include: partner outreach communications activities, professional training and development and activities in support of the mission objectives.

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 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 may oversee work of other Contracting Officers, A&A Specialists and A&A Assistants.

Exercises significant responsibilities in dealing with officials of other units or organizations or in advising management official of higher rank;

Assures reasonable equity (among units, groups, teams, projects, etc.) of performance standards and rating techniques developed by subordinates or assuring comparable equity in the assessment by subordinates of the adequacy of contractor capabilities or of contractor completed work

Makes recommendations on work problems presented by Contracting Officers and A&A specialists, or similar personnel, or by contractors;
Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building, or improve business practices.

5) Supervisory Controls:

The incumbent reports to the Office Director, USAID/Afghanistan. The Supervisor assigns work in terms of overall procurement programs to be accomplished. The employee, in consultation with the supervisor, establishes and executes a work schedule, ensuring that the necessary planning, coordination, approvals, negotiation, and other requirements are completed in a timely manner so as not to delay award of any assigned programs. Independently establishes clear objectives and necessary priorities to achieve these objectives. Prepares and/or approves negotiation plans and memoranda and briefs supervisor and/or senior Mission Management. Conducts and/or oversees negotiations independently. Advises supervisor and Senior Mission Management of potential problems or slippages in the program. Work review is made through status reports prepared by the employee and used primarily by management to keep informed.

11. AREA OF CONSIDERATION:

- Be a U.S. citizen;
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain a Secret clearance;
- 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.

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 degree or equivalent of a four-year U.S. university degree (equivalency accreditation if a non-U.S. institution) in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing,
quantitative methods, or organization and management is required. In addition, a full structured training program referred to as Federal Acquisition Certification in Contracting (FAC-C) is required. Documentation of training, certifications, and previous warrants required to qualify for the issuance of USAID USPSC Ad Hoc delegation of authority warrant ($10 M maximum level) is required as evidence of qualification at time of application. (Educational requirement must be met at the time of application for the subject position.)

b) Work Experience: A minimum of fifteen (15) years of progressively responsible professional Acquisition and Assistance (A&A) experience as a Contracting Officer with the U.S. government in complex pre-award, award, and post-award responsibilities. At least seven (7) years of this experience should have been overseas in an international setting (i.e. working outside of the territory of the United States). (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 supplemental document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 500 to 1000 words (typewritten page) per factor. Applicants should describe specific and accurate 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:
In 500 words or less, compare and contrast what you learned in formal education to what you have learned through on-the-job experience, as it relates to your profession.

FACTOR #2:
In 1000 words or less, outline how you have demonstrated your knowledge in of A&A regulations, policies, and procedures, as well as a good understanding of the programming policies and procedures. Working knowledge of U.S. and local market pricing, customs and practices. Good knowledge of how commercial businesses and non-profit organizations operate and are motivated, including accounting systems, marketing, cost control, establishment of indirect costs, overhead and other administrative fees and profit.

FACTOR #3:
In 500 words or less, outline how you have demonstrated extensive knowledge in superior negotiation, written and oral communication, and interpersonal skills (required). The incumbent is required to be able to:
1) Demonstrate strong analytical and writing skills;
2) Present technical information in concise written and oral form;
3) Coordinate programs and visits independently;
4) Organize informal training for USAID staff and partners.
5) Must have excellent organizational/time management skills to perform work on multiple ongoing actions, enabling all to move forward to completion, even though each is at a different life-cycle stage with minimal supervision.

FACTOR #4:
In 500 words or less, outline how you have demonstrated your strong organizational skills and ability to plan and provide required acquisition/assistance support for USAID/Afghanistan, with reference to the outlined Scope of Work, in a timely and effective manner. Good analytical, negotiating, and time management skills are required, with strong proofreading skills and attention to detail is required. The incumbent must possess the skills to write clear and concise memoranda for leadership. Strong interpersonal skills are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict confidentiality and high ethical standards throughout all phases of acquisition and assistance actions. In addition, the incumbent must be able to lead meetings at all levels, provide effective and tactful ethics guidance to senior management personnel, and senior executives of private sector and non-governmental organizations and must be prepared to uphold ethical standards in this role.

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:

Evaluation Factors
Factor #1  10 points
Factor #2  10 points
Factor #3 10 points
Factor #4 10 points

Interview Performance 60 points

Interview questions will revolve around the following areas:
- Work effectively as a team
- Quickly adjust to a challenging operational tempo
- Communicate effectively 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:
72030618B00022 - Senior Contract Specialist 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 website: https://www.usaid.gov/forms/aid-302-3
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.
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 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](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.