



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: February 24, 2014

CLOSING DATE: March 7, 2014 12:30 Hours, Ghana local time

**SUBJECT: SOLICITATION No. 624-14-005: DEPUTY EXECUTIVE OFFICER
RESIDENT HIRE U.S.PERSONAL SERVICES CONTRACTOR**

Ladies/Gentlemen:

The United States Government, represented by the United States Agency for International Development/West Africa (USAID/West Africa), is seeking applications from qualified U.S. citizens currently residing in Ghana interested in providing Personal Services Contractor (PSC) services as described in the attached solicitation.

Submission shall be in accordance with this solicitation and at the place and time specified. In order to be considered for the position a candidate must meet the minimum qualifications listed in the solicitation. The Deputy Executive Officer position will be located in Accra, Ghana.

All applications packages are to be submitted to:

Via courier **Regional Executive Office
USAID/West Africa
No. 24 Fourth Circular Rd. CT
P.O. Box 1630
Accra, Ghana**

Via email: accrapsc@usaid.gov. Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email shall be in a format compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. **All applications and OF612/SF171 forms submitted must be signed. Incomplete and Unsigned applications will not be considered.**

Late applications will be not accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 52.215.1.

USAID/West Africa anticipates awarding one (1) Personal Service Contract as a result of this solicitation. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application. Any questions on this solicitation should be sent to Vida Aggrey at vaggrey@usaid.gov or the undersigned at jascott@usaid.gov.

Sincerely,

Janine Scott
Executive Officer

U.S. Agency for International Development
No. 24 Fourth Circular Rd.
P. O. Box 1630, Accra-Ghana

Tel: 233-21-741-200
Fax: 233-21-741-365

SOLICITATION NUMBER: 624-14-005

ISSUANCE DATE: February 24, 2014

CLOSING DATE/TIME: March 7, 2014 AT 12:30 Hours, Ghana Time

POSITION TITLE: Deputy Executive Officer

MARKET VALUE: (\$46,229.00 -\$60,027.00) the market value for this position is equivalent to GS-10 level. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**

AREA OF CONSIDERATION: Open to all U.S. citizens currently residing in Ghana. Proof of residency must be provided with application. Citizenship, if dual, must be clearly stated.

PERIOD OF PERFORMANCE: Two (2) years with an option to extend. Extensions will be contingent on satisfactory performance, continued need for services and availability of funds.

PLACE OF PERFORMANCE: Accra, Ghana

SECURITY ACCESS: Must obtain Employment authorization and medical clearance within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

1.0 BACKGROUND:

The USAID/West Africa Regional Executive Office (R/EXO) based in Accra, Ghana is currently responsible for providing administrative support services to the bilateral Mission, USAID/Ghana, and the regional Mission, USAID/West Africa. Together the missions employ over two hundred people. The primary services to the missions the R/EXO provides are: Human Resources, Travel, ICASS Support and Liaison, Administrative Operations, Information Technology and Procurement. In addition to administrative support, the R/EXO is responsible for providing managerial and policy directions for both Missions. In addition, the R/EXO also supports staff and smaller missions in other bilateral and limited presence countries (Benin, Cote d'Ivoire and Cameroun), as well as assists with adhoc questions that arise relating to special projects and initiatives.

2.0 BASIC FUNCTIONS OF POSITION:

This position is located in the Regional Executive Office of USAID/West Africa. Under the supervision of the Executive Officer s/he directly supports a full range of administrative management activities in the areas of Human Resources, Procurement, Shipment, General Services, Travel and Transportation, and Records and Correspondence to more than 200 employees between US/DHs, US/PSCs, TCNs and FSN employees. The Deputy Executive Officer provides support through an integrated service team of 25 staff.

Responsibilities and Duties:

The USAID Deputy Executive Officer will have duties and responsibilities across a range of areas including:

Administrative Operations (30 %):

- i. Provide advisory services, guidance and counsel to the Mission through the Executive Officers in accordance with established regulations found in the ADS, AIDAR, FAH and FAR on best practices for planning, implementing, and evaluating management functions and logistic support services to the USAID/West Africa, and NPCs.
- ii. Assist in developing, interpreting, and assuring implementation of administrative management policies in the areas under his or her supervision.
- iii. Assist in maintaining constant awareness and assure compliance with cooperating country statutory or regulatory requirements affecting management and logistic services of the mission or its employees.
- iv. Actively participates in the developing of the annual operational budget in coordination with other support offices and follows up its administration ensuring obligation of funds in a timely manner.
- v. Provide advice in strategic workforce planning and review. Evaluate support implications, feasibility, projected costs and drafting or advising on appropriate support budgets.
- vi. Collaborate with the Executive Officer in liaising with the Embassy Officers, on matters pertaining to U.S. Mission management, interagency collaboration, and services procured through ICASS.

Human Resources Functions (30 %):

- a. Advise and support the Executive Officer (EXO) on the full range of human resources matters, including development and implementation of appropriate personnel procedures, in accordance with other directives.
- b. Assist in interpreting regulations and keep USDHs and US/PSCs informed of all matter affecting assignments, performance evaluations, leave and retirement

policies, health benefits and insurance allowances. Coordinates the Mission's US/DH annual and tenure evaluation process, provides support to Mission Appraisal Committees, and ensures timely submission of AEFs to AID/Washington.

- c. Assist in developing and coordinating the planning of career development for local personnel, including counseling, identification of training opportunities, development of mission-specific training programs and transition assistance.
- d. Assist in coordinating and maintaining liaison relationship with the Embassy Personnel office and monitoring the quality and quantity of services provided and agreed upon under the ICASS system.

Procurement Planning (20 %):

- a. Assist the EXO in managing the Procurement unit responsible for OE and Program funded procurements of services and commodities.
- b. Assists in researching and ensuring that the Procurement unit is informed on new and current USG regulations, policies and procedures, available in the FAR, and the AIDAR and ensures implementation and compliance of same.

Shipping, Travel and Transportation (20 %):

- a. Assist in overseeing the provision of travel services to the Mission and ensures that official travel is conducted in compliance with relevant FAR, AIDAR, FTR and other directives.
- b. Assists in the administration of allowances and benefits to employees assigned to this post and others under our services.

Other Duties (10 %):

- i. Assists in overseeing the annual files and record disposition process to ensure compliance with ADS directives.
- ii. Assists in managing administrative and logistic support on special projects regarding CODELs, TDYs and VIPs.
- iii. Perform other miscellaneous duties as assigned.

3.0 MINIMUM QUALIFICATIONS:

To be considered, the applicant MUST have:

- I. Graduate degree(s) in Business Management, Human Resources Management or a closely related field and a minimum of five years' professional experience in an international organization, is required.
- II. Excellent written and oral English communication skills (Level 4) and an intermediate French skill (Level 2) are required.

- III. Demonstrated experience in operating effectively in cross-cultural environments;
- IV. Demonstrated ability to manage multiple activities simultaneously and effectively;
- V. Demonstrated ability in problem solving skills;
- VI. Demonstrated teamwork and leadership skills;

3.1 Evaluation criteria:

Education and Training (20 points):

- I. Graduate degree or higher in Business Management or field related.
- II. Experience in the management of people.
- III. Training and/or experience in Procurement, Shipping, Travel and Transportation.

Experience (40 points):

- I. At least five years' experience on professional administrative management activities in international organizations.
- II. Demonstrated ability to manage multiple projects simultaneously in a high-paced environment.

Communication and Interpersonal Skills (40 points):

- I. Professional-level English speaking, presentation, reading and writing proficiency (to include providing a writing sample if requested and writing test and/or presentation if shortlisted or interviewed). Intermediate French communication skills (to include maintaining a fluent conversation if interviewed).
- II. Demonstrated ability to work collegially and effectively communicate with team members, internal clients, Embassy personnel and external partners to successfully lead and/or work with a multi-cultural team.
- III. Demonstrated experience in operating effectively in cross-cultural environment.

Total points: 100 points

4.0 OTHER SIGNIFICANT FACTORS

Supervision Received

The PSC will receive supervision; policy direction and guidance from the Executive Officer or direct hire designate, and at times acts as Acting Executive Officer in his/her absence. The incumbent is expected to work independently and exercise considerable judgment

in carrying out his/her responsibilities. Work is assigned primarily relative to desired results, suggested approaches and performed in consultation with the direct hire supervisor who will approve incumbent's annual work objectives. Performance is evaluated primarily in terms of accomplishments. The incumbent will receive minimal oversight in carrying out his/her daily tasks and achieving longer-term work objectives.

Supervision Exercised

The incumbent is responsible for supervising local staff and preparing their performance evaluations. S/he will also oversee the work of selected short-term rovers providing administrative and clerical assistance to different offices in the Mission throughout the year.

Authority to Make Commitments/Obligations

The incumbent is not authorized to make financial commitments on behalf of the USG. However, because of the incumbent's expertise and standing as a highly qualified professional in his/her field, his/her conclusions and recommendations will be taken into account by USAID direct hire colleagues who have such decision-making authority regarding funding commitments and obligations.

Guidelines

Guidelines include the Automated Directives System (ADS), the Foreign Affairs Manuals (FAM), the Federal and AID Acquisition Regulations, the Standardized Regulations, Federal Travel Regulations, Local Orders, Post's local compensation plan (LCP) and GOG regulations and laws.

Level and Purpose of Contacts

The incumbent must be able to communicate with all levels of mission personnel (local and overseas) and outside candidates on personnel management, procurement, contracting issues, and travel. Personal contacts include USG officials at the US Embassy in Ghana, Cote d'Ivoire, and USAID/Washington Africa Bureau.

Skills and Abilities

Good leadership, communication, and supervisory management skills, initiative, discretion, and organization skills, interpretation of guidelines and analytical skills are necessary to accomplish different work situations in a timely manner. S//he must have strong computer, communication and information management skills.

Physical Demands/Work Environment

This is a low-to-moderate physically demanding position. The incumbent will be physically located at the US Embassy USAID Building in Accra. Secondary locations will include travel to our regional office in Cote d' Ivoire and other non-presence countries on as needed basis.

5.0 INSTRUCTIONS TO APPLICANTS:

Interested individuals are required to submit the following:

- Fully completed and hand-signed copy of an Application for Federal employment (SF-171) or an Optional Application for Federal Employment Form (OF-612), forms are available at <http://www.usaid.gov/forms/>.
- Cover letter and a current resume/curriculum vita (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.
- Applicants must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

All applications and OF612/SF171 forms submitted must be signed. Incomplete and Unsigned applications will not be considered.

Forms outlined below can found at: <http://www.usaid.gov/forms/>

1. Standard Form 171 or Optional Form 612.
- *2. Contractor Physical Examination (AID Form 1420-62).
- *3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or *
- *4. Questionnaire for Non-Sensitive Positions (SF-85).
- *5. Finger Print Card (FD-258).

* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

Forms outlined below can be found at: <http://www.usaid.gov/work-usaid/aapds-cibs>

1. Standard Form 171 or Optional Form 612.
2. Contractor Physical Examination (AID Form 1420-62). *
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or *
4. Foreign Activity Data (AID 6-85). *
5. Finger Print Cards (SF-87). *
6. E-QIPS Signature Forms.*
7. Notice Required By Privacy Act (AID 500-5).*
8. Fair Credit Reporting Act (AID 500-4).*

* Forms 2 through 8 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

6.0 ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) contain information or changes pertaining to USAID policy, regulation and procedures concerning acquisition and assistance including Personal Service Contracts. Please refer to the USAID website <http://www.usaid.gov/work-usaid/aapds-cibs> to locate relevant AAPDs.

7.0 BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a resident –hire USPSC is normally authorized the following benefits:

BENEFITS:

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Annual Increase
- Eligibility for Worker's Compensation
- Annual and Sick Leave

FEDERAL TAXES: USPSCs are not exempt from payment of Federal and State Income Taxes.

END OF SOLICITATION