



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: December 2, 2013

CLOSING DATE: December 13, 2013 AT 12:30pm Accra Local Time

SUBJECT: SOLICITATION NUMBER 624-14-003

RESIDENT HIRE U.S. PERSONAL SERVICE CONTRACTOR PAYMENT OPERATIONS SPECIALIST, SHORT TERM

Ladies/Gentlemen:

The United States Government, represented by the United States Agency for International Development/West Africa (USAID/WA), is seeking applications from qualified U.S. Citizens currently resident in Ghana interested in providing Personal Services Contractor (PSC) services as described in the attached solicitation. The Short Term Payment Operations Specialist position will be located in Accra, Ghana.

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 and must submit all required documents as indicated in the solicitation. **All applications and OF612/SF171 forms submitted must be signed. Incomplete and Unsigned applications will not be considered.**

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.

Late applications will not be 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: 233-30-274-1200
Fax: 233-30-274-1365

SOLICITATION NUMBER : 624-14-003

ISSUANCE DATE : December 2, 2013

CLOSING DATE/TIME : December 13, 2013 12:30pm Accra Local Time

POSITION TITLE : Payment Operations Specialist

MARKET VALUE : (\$41,563 – 54,028) the market value for this position is equivalent to GS-9 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.**

PERIOD OF PERFORMANCE : Six months.

PLACE OF PERFORMANCE : Accra, Ghana

SECURITY ACCESS: Must obtain Employment Authorization and medical clearances 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.

AREA OF CONSIDERATION : Open to U.S. Citizens resident in Ghana.

1. BASIC FUNCTION OF POSITION:

The position is located in Payments section of the Regional Office of Financial Management (ROFM), USAID Mission to West Africa. The position will be responsible for training and enhancing performance of newly hired voucher examiners and financial clerk on USG processes, best practices, and payment processing guidelines. The primary purposes of this position are – 1) take a lead in coordinating continuous improvement functions and activities as related to timely and accurate voucher payments and 2) ensure high quality of work and systematically review payment processes and procedures for improved performance.

2. MAJOR DUTIES AND RESPONSIBILITIES

- I. Help monitor, analyze, and train, newly hired Voucher Examiners and Financial Clerk on USG processes and payment guidelines. This includes:-
 - Logging, routing, and tracking of vouchers for payment received electronically and in hardcopy.
 - Scanning and filing of approved payments through ASIST.
 - Coordination with the Accounting staff that funds are obligated and available for payment of the invoice/voucher. Verifies that the fiscal data on the voucher is correct and complete.
 - Processing vouchers and payments using all applicable systems (Phoenix, E2, etc).
 - Understanding Allowances such as COLA and SMA.
 - Works closely with key contacts in each mission to trouble-shoot and resolve payment related issues.

- Examines and audits invoices to ensure that claims are in accordance with contract provisions, control of budget line items, application of indirect cost rates and rate adjustments, level of effort required and payment documentation.
 - Ensures that all authorizations, certifications, and other documents are on file.
 - Ensures that Program payments are in accordance with applicable U.S. and Client Country or other applicable host country laws and regulations. Much of procurement is multi-appropriation funded requiring detailed reviews and an effective decision making process prior to processing payment.
- II. Provides oversight, counseling and support to new hires and mentor junior Voucher Examiners in daily responsibilities. Review payment documents to ensure conformance of the terms of the authorization/contracts and that required documentation is attached. Resolves questions of propriety and adequacy of documents raised by subordinates.
- III. Supports the team with other miscellaneous duties as assigned and looks for targets of opportunity to support the ROFM Clients to which assigned.

2.1 Incorporates the Five Core Values into His/Her Work

- **Customer Focus:** Identifies and communicates with USAID customers regularly; surveys their interests, needs and recommendations; follows up on communications and information received from and about the customers. Ensures that customers' needs and thinking are included in all activities undertaken and that, where possible, customers are involved in key decisions. Surveys customer satisfaction periodically and serves as a knowledgeable advocate for customer service with other USAID employees and partners.
- **Results Orientation:** Reviews baseline information against which to plan actions and identify targets and milestones. Defines specific operational and program results needed for his/her area of responsibility. Puts strategic plan in place and uses it as a framework for decisions. Reviews progress against targets and milestones regularly; takes needed action to modify plans when necessary and to maintain actions to accomplish the desired results within the time frame planned when possible. Serves as a knowledgeable advocate for the results orientation with other USAID employees and partners.
- **Empowerment and Accountability:** Emphasizes results, internal control and excellent customer service in carrying out his/her responsibilities. Shares responsibility of team performance standards. Participates in defining objectives, reviewing performance, and upholding accountability for the accomplishment of the objectives.
- **Teamwork and Participation:** Contributes to strategic planning, performance monitoring, and major program decisions of the Teams and Clients to which assigned. Demonstrates ownership of the Client's plans, performance, and decisions. Proactively participates in the client processes and activities. Includes other client members, customers and partners and assists in their understanding and participation in teamwork and the client's goals, performance, and decisions. Assumes responsibility for specific results assigned by the client.
- **Valuing Diversity:** Understands and respects the various work groups and team members without stereotyping. Understands and respects the role of customers and partners. Realizes the synergy and benefits of differing backgrounds and skills to accomplish our strategic goals. **Uses** the synergy of core and extended teams to plan and works together to achieve results while accepting accountability for his/her own actions.

3.0 MINIMUM QUALIFICATIONS

a) **Education:**

A University Degree or an equivalent host country degree in Business, Economics, Business Management and Accounting is required.

b) **Prior Work Experience:**

Minimum six years of progressively responsible experience in accounting, payments or a closely related field within a US Government Agency. Strong working knowledge of accounting concepts, flow of accounting transactions and previous voucher examination hands-on experience is required.

c) **Language Proficiency:**

Level IV English ability (fluent) is required. Skill in writing English is particularly important.

3.1 SELECTION/ EVALUATION CRITERIA

a) **Education:**

A University Degree or an equivalent host country degree in Business, Economics, Business Management, and Accounting. **10 Points**

b) **Prior Work Experience:**

Minimum six years of progressively responsible experience in accounting, payments or a closely related field within USAID or other US Government Agency. Strong working knowledge of accounting concepts, flow of accounting transactions, and previous voucher examination hands-on experience. **40 Points**

c) **Job Knowledge:**

A thorough knowledge and understanding of USG accounting and payment procedures, processes, and best practices and the ability to apply them, as needed, to specific areas of the payment section in order to produce desired results. Must have familiarity with US appropriation and allotment accounting procedures. Working knowledge of USAID programs and Western Accounting Standards. **20 Points**

d) **Skills and Abilities:**

Must have the ability to analyze numerous voucher types, processes, and procedures to determine the need for targeted training or process improvement. Ability to utilize data processing techniques is also required. The ability to establish and maintain effective working relationships with all levels of USAID, Embassy personnel, Limited Presence Client missions in West and Central Africa and must be a team player. **20 Points**

e) **Language Proficiency**

Level IV English ability (fluent) is required. Skill in writing English is particularly important. **10 Points**

Total - 100points

4.0 POSITION ELEMENTS

• **Supervision Received:**

Works under the immediate supervision of the Payment Section Supervisor who assigns targeted areas of training, monitoring, and guidance necessary for newly hired team members. Receives and incorporates advice and guidance from the deputy controller. The performance evaluation will be written by the Payment Section Supervisor.

- **Supervision Exercised:**

Supervise and monitor administrative processing procedures only of newly hired team members. All performance evaluations will remain the responsibility of the payment section supervisor.

- **Available Guidelines:**

The USAID Automated Directives System (ADS), Foreign Affairs Handbook (FAH) and Foreign Affairs Manual (FAM), FTR, DSSR, all other applicable USG regulations.

- **Exercise of Judgment:**

Professional judgment is required to apply prescribed guidelines effectively and to carry out work.

- **Authority to Make Commitments:**

The PSC is not authorized to make commitments.

- **Nature, Level and Purpose of Contacts:**

Regular contact is maintained with ROFM staff members and other members of Mission staff to clarify customer service issues and needs.

Time Requirement to Perform Full Range of Duties: 30 days

5.0 MEDICAL AND SECURITY CLEARANCE REQUIREMENTS

Note that a successful candidate will not be able to commence work until the following requirements are met:

- The successful applicant must be able to receive an employment authorization. For U.S. Citizens this will be handled by USAID/Washington upon submission of requisite forms.
- The successful applicant must receive medical clearance. Details of how to obtain US Department of State Medical Unit medical clearance will be provided once a job offer is made and accepted.

6.0 PAST PERFORMANCE EVALUATION

Interested applicants are advised that USAID/West Africa will conduct reference checks and request input from past employers concerning applicants' past work performance, technical knowledge, required skills, including teamwork and team-building experience. USAID/West Africa may also require a written test and/or writing samples.

7.0 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. Three references must be from direct supervisors who can provide information regarding the applicant's knowledge of

contracting work. 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.

8.0 LIST OF REQUIRED FORMS FOR PSCS:

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.

9.0 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://transition.usaid.gov/business/business_opportunities/cib/subject.html#psc to locate relevant AAPDs.

10.0 BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a US Resident Hire is normally authorized the following benefits:

BENEFITS:

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

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

(END OF SOLICITATION)