SOLICITATION NUMBER: 72027819R10001

ISSUANCE DATE:       June 10, 2019
CLOSING DATE/TIME:   June 30, 2019

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN/TCN PSC) (Local Compensation Plan)

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Amman Jordan, is seeking applications from qualified persons to provide personal services under contract as described in this solicitation.

Applications must be in accordance with Sections I through VI of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

This solicitation in no way obligates USAID\Jordan to award a Personal Services Contact (PSC) nor does it commit USAID\Jordan to pay any cost incurred in the preparation and submission of the applications.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

[Signature]
Samuel Matthews
Contracting Officer

U.S. Agency for International Development
American Embassy
P.O. Box 354
Amman 11118, Jordan
Tel: +962 (6) 5906000
Fax: +962 (6) 5920143
jordan.usaid.gov

USAID, Unit 70206
APO AE 09892-0206
I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72027819R10001

2. OPEN TO: All interested Jordanian Citizens

3. ISSUANCE DATE: June 10, 2019

4. CLOSING DATE/TIME: June 30, 2019 12:00 midnight Amman Time

5. POSITION TITLE: Project Management Specialist
   Water Resources and Environment Office

6. MARKET VALUE (SALARY PER ANNUM): JOD19,298 – JOD31,830 equivalent to FSN-10
   In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID Jordan. Final compensation will be negotiated within the listed market value (Salary).

7. PLACE OF PERFORMANCE: Amman, Jordan


9. STATEMENT OF DUTIES

   Basic Function of Position:

   USAID/Jordan has an immediate vacancy for a Project Management Specialist in the Water Resources and Environment (WRE) Office. The work schedule is 40 hours per week and the workweek is Sunday-Thursday. USAID/Jordan may select more than one applicant for this solicitation.

   This position will provide support to water and wastewater infrastructure projects within the Water Resource and Environment Office. The incumbent is a Project Management Specialist/Engineer who will report to the Engineering Officer and provide engineering and construction management support. The incumbent will assist other engineers in the office with field oversight, technical inspection and reporting on the progress of water and wastewater construction projects. The incumbent is expected to apply best engineering practices for all activity design, monitoring and evaluation duties.

   Major Duties and Responsibilities:

   Engineering Support and Construction Management:

   The incumbent will support all construction activities across the WRE portfolio, serving as an activity manager who assists WRE AOR/CORs and serve as Host Country Contract (HCC) representative. As the Activity Manager, the incumbent will assist all WRE AOR/CORs in the field monitoring and oversight of their infrastructure activities to ensure that construction and environmental compliance are occurring properly in the field. S/he conducts regular field inspection trips to monitor contractor’s adherence to the terms of the contract, construction progress, quality of work, and environmental compliance. The incumbent will review technical documents for all projects visited, including engineering documents,
construction specifications, environmental compliance plans, and implementation schedules. The incumbent, through field visits and in-office review, will prepare written reports documenting project construction progress and adherence with contract terms and conditions, as well as international and Jordanian standards. The incumbent will prepare other reports and recommendations, as needed, to support WRE AOR/CORs, in technical decision making or official project approvals. The incumbent will help project managers during the development and review of feasibility studies, engineering designs and environmental impact assessments. S/he will provide specific guidance to help project managers better the implementation of their projects and will help in the design of new activities, especially as related to engineering designs and/or construction elements.

**Project Management:**

The incumbent serves as the USAID Project Management Specialist/Engineer and as activity manager, supports AOR/CORs to assure that USAID-funded contracts or grants are implemented in accordance with USAID rules and regulations per award documents. As activity manager, the incumbent will help WRE AOR/CORs with specific project management tasks such as field monitoring and oversight of infrastructure projects including environmental compliance, adherence to contract terms, and implementation schedules. The incumbent will also help AOR/CORS to review technical documents for all projects visited, including engineering documents, construction specifications, environmental compliance plans, and implementation schedules. The incumbent may also assist WRE AOR/CORs in other areas of project management as necessary. The Project Management specialist/Engineer is responsible for the development and implementation of annual work plans, budget allocations and out-year budget planning, pre-obligation requirements, and expenditure analyses. S/he is responsible for providing input to portfolio reviews, evaluation planning and implementation, audits, development and outreach communications, and award closeout processes. S/he also prepares site visit/trip reports that are both analytical (i.e., assessing program impact) and programmatic (identifying implementation issues and problems). The incumbent explains USAID regulations and requirements to implementing partners, Government counterparts, and provides recommendations for work improvements. S/he reports findings and recommendations, and approves and monitors award disbursements and prepares authorizations for the signature of the responsible U.S. Government official.

**Coordination and Communication:**

Communication and teamwork is a critical component of the incumbent’s responsibilities. S/he must be in extremely close coordination with all WRE AOR/CORs as s/he will conduct extensive field monitoring visits that will directly inform project implementation and contribute to overall project monitoring. The incumbent will also work closely with technical staff of implementing partners to coordinate field visits, as well as review of technical information. This will also require close coordination and communication with technical level representatives from GOJ agencies that have oversight in the water and wastewater sectors. The incumbent is expected to closely work with all the aforementioned entities and will be expected to maintain open communication with all and help manage potential technical issues that may arise during construction or project implementation. The incumbent keeps the WRE Office Director and AOR/CORs apprised of field implementation and results from site visits. S/he identifies ways to improve the effectiveness and efficiency of field monitoring, field coordination, and identifies best practices and lessons learned that can be shared across WRE or potentially other USAID Missions in the region. As HCC representative, the incumbent must maintain open communication with project staff and GOJ partners responsible for the project. The incumbent may be called upon to support VIP visits and carry out ad-hoc assignments, as dictated by unforeseen operational requirements at the discretion of the USAID/Jordan Mission Director, USAID/Jordan Deputy Director, and/or WRE Director/Deputy Director.
10. AREA OF CONSIDERATION:
To meet basic eligibility requirements, the applicant must be a Jordanian Citizen and must submit a complete application as outlined in the section titled APPLYING. The selected applicant is required to undergo and successfully pass a medical and security clearance. This process takes, on average, nine months. The selected applicant will be expected to start work within one month of final receipt of clearances.

11. PHYSICAL DEMANDS
The work requested does not involve undue physical demands.

12. POINT OF CONTACT:
Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 06-5906000 extension 6673/ 06-5906000 extension 6605.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION
a. Education: B.Sc. Degree in Engineering, Water/Environmental Sciences, or Agricultural Sciences is required. Supporting documentation (i.e. a copy of University Degree must be included in the application for eligibility purposes).

b. Prior Work Experience: Minimum of five years of progressively responsible and professional experience managing water and wastewater engineering projects with a multimillion dollar value.

c. Language Proficiency: Level IV (fluent) English and Arabic proficiency for both oral and written communication is required. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. Examination scores have to have been recorded within the last six months; or else, candidate will be tested again.

d. Skills and Abilities: Demonstrated ability to prepare presentations and reports. Demonstrated strong technical and analytical skills to analyze issues, specifically as related to construction management, and recommend and present solutions and/or options. Demonstrated ability to manage a variety of tasks simultaneously, work collaboratively as part of a team and interact effectively with technical level officials. Demonstrated proficiency in specialized software, including Microsoft Windows and Office suite, and the ability to navigate the internet are required.

III. EVALUATION AND SELECTION FACTORS
Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked applicants who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be given a skills technical test, which will be on any of the criteria previously mentioned (testing will be conducted in Amman, Jordan). Top-ranked applicants with passing marks are considered within the competitive range and will be invited for an interview.

USAID/Jordan Human Resources Office will conduct reference checks on top-ranked applicants. USAID/Jordan may use reference information obtained from other than the sources identified by the applicant and solicit additional information from references provided if and when the Contracting Officer finds the existing information to be insufficient for evaluating an applicant’s performance.
USAID will screen for nepotism/conflict of interest in determining successful candidacy. Internal employees must have completed 52 weeks of employment in their current position before being eligible to apply. If internal employee’s Human Resources Officer approved a waiver, the waiver must be included in the application package for eligibility purposes.

IV. SUBMITTING AN APPLICATION (APPLYING)

To ensure consideration of application for the intended position, applicants must prominently reference the solicitation number in the application submission. Eligible applicants are required to complete and submit the following as a complete application package:

   a. A current curriculum vitae that includes the National Jordanian ID number.
   b. Filled and signed Universal Application for Employment (DS-0174).
   c. Copies of educational certification for eligibility purposes.*

*Failure to submit copies of certification will mark your package incomplete and will eliminate your application from the recruitment process even if you were qualified.

Applications must be received by the closing date and time specified in Section I, item 3, and submitted to the ammanresumesusaid@usaid.gov. Application forms can be accessed from the Embassy web site: https://jo.usembassy.gov/jobs/

V. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a Foreign Service Personal Service Contract holder is normally authorized the following salary, benefits and allowances:

- Basic Salary within the advertised market value
- Transportation & Miscellaneous Allowances
- 13th & 14th Month Bonuses
- Subscription to the Jordanian Social Security
- Subscription to the Mission’s Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

VI. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:


[The CO must check http://www.usaid.gov/work-usaid/aapds-cibs to determine which AAPDs/CIBs apply and insert the relevant text as required.]

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