SOLICITATION NUMBER: 72027820R10010
ISSUANCE DATE: September 21, 2020
CLOSING DATE/TIME: October 05, 2020
11:59 p.m. Amman local time

SUBJECT: Solicitation for a Resident Hire United States Personal Service Contractor (USPSC - Local Hire)

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 individuals to provide personal services under contract as described in this solicitation.

Applications must be in accordance with Sections I through VII 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 Contract (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 point 10 Section I General Information.

Sincerely,

Melinda A Roberts
Melinda Roberts
Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72027820R10010

2. OPEN TO: All interested Resident Hire U.S. Citizens.
   Resident Hire U.S. Personal Services Contractor (PSC) means a
   U.S. citizen or resident alien who, at the time of hire as a PSC,
   resides in the cooperating country -- (i) for reasons other than
   employment that provides for repatriation to the U.S., including -
   - (A) with a U.S. Government agency; (B) under any U.S.
   Government-financed contract or agreement; or (C) under any
   other contract or employment arrangement.  (ii) as a spouse or
   dependent of a U.S. citizen with employment that provides for
   repatriation to the U.S., including -- (A) with a U.S. Government
   agency; (B) under any U.S. Government-financed contract or
   agreement; or (C) under any other contract or employment
   arrangement.

3. ISSUANCE DATE: September 21, 2020

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5. POSITION TITLE: Authorized Certifying Officer
   USAID/Jordan Financial Management Office

6. PERIOD OF PERFORMANCE: The US Personal Services Contract will be for a base period of
   Two years.  Based on Agency needs, the contracting officer may
   exercise (an) additional option period(s):
   Option Period One: One Year
   Option Period Two: One Year
   Option Period Three: One Year

7. MARKET VALUE
   (SALARY PER ANNUM): USD 50,246 – USD 65,321 equivalent to GS-10
   In accordance with AIDAR Appendix D and the General Services
   (GS) Scale.  Final compensation will be negotiated within the
   listed market value (Salary).

8. PLACE OF PERFORMANCE: Amman, Jordan

9. SECURITY LEVEL REQUIRED: HSPD-12 Facility Access level US
   Government Security Clearance

10. POINT OF CONTACT: All questions should be directed to:
    ammanresumesusaid@usaid.gov

11. STATEMENT OF DUTIES
USAID/Jordan has an immediate vacancy for Authorized Certifying Officer (ACO) position at the Financial Management Office in the United States Agency for International Development USAID Jordan Mission. The work schedule is 40 hours per week and the workweek is Sunday-Thursday.

As a member of USAID/Jordan Financial Management (FM) office team, the Authorized Certifying Officer (ACO) performs professional duties in moderate scope and complexity in planning, analyzing and certifying payments for USAID/Jordan. Under the Controller and Deputy Controller, the job holder reviews and analyzes and certifies program and operating expense payment requests, and resolves any issues discovered during the voucher examination process. The jobholder is responsible for operating USAID financial information systems to a level of “individual accountability and “need to know” as defined in ADS 545.3.2.1 and included in the notes below.

At USAID/Jordan, the ACO is a steward of United States Government (USG) funds ensuring that policies and procedures are carried out responsibly for the disbursement of federal funds. He/she provides oversight, counseling, and support in the payment processing to staff, implementing partners, vendors, and other payees while tracking work in progress and follow up to ensure compliance with the Prompt Payment Act.

**Major duties and responsibilities:**

The incumbent is responsible to serve as the primary ACO for USAID/Jordan and the Southern Syrian Assistance Platform (SSAP). With oversight for the review of all vouchers for payment and advances to ensure conformance with the terms of the authorized contract, grant, purchase order, travel authorization, and administrative approval from the Contracting Officer/Agreement Officer Representative (COR/AOR), and terms in accordance with the Prompt Payment Act. Incumbent must ensure that all applicable agreement terms and conditions prior to disbursement are satisfied and are in full compliance with USAID and US Government rules and regulations. Also provides guidance and information on payments, including any applicable disallowances, to vendors, implementing partners and employees. Using system generated reports, ensures that payments are processed timely and that any advances disbursed comply with related Agency policy. The ACO serves as the primary liaison with the U.S. Disbursing Officer and local banks providing procedural guidance and identifying system issues that may influence the payment process.

The ACO has no supervisory responsibility, but incumbent provides general leadership and management guidance to the Payment Division staff. Maintain liaison with the U.S. Disbursing Offices and the host country banks to ensure that all electronic certification systems are operational and activated. Approve and certify payments in the Phoenix Financial system and ASIST database system. Coordinate with all activity managers the required internal controls for each contract and grant to mitigate payment risk. Assure that financial and reporting procedures, which conform to USAID’s requirements, are fully considered and addressed before executing payment. Provide advice to the mission on adequate financial management related to payment processing.

The incumbent develops new procedures and systems to achieve greater efficiencies and internal control over the payment process. S/he participates in the annual Internal Control Assessment, as required by the Federal Manager's Financial Integrity Act and follows-up on any resulting recommendations affecting the payment process. The jobholder also participates in other projects as assigned by the Controller and Deputy Controller, and will monitor compliance with procedures to ensure repayment of bills for collection.

**Supervisory Relationship**
The incumbent receives supervision from the Controller and/or his or her designee.
**Supervisory Controls**
This is a non-supervisory position.

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

13. **AREA OF CONSIDERATION**

To meet basic eligibility requirements, the applicant must be a U.S. Citizen resident Hire. Resident Hire U.S. Personal Services Contractor (PSC) means a U.S. citizen or resident alien who, at the time of hire as a PSC, resides in the cooperating country -- (i) for reasons other than employment that provides for repatriation to the U.S., including -- (A) with a U.S. Government agency; (B) under any U.S. Government-financed contract or agreement; or (C) under any other contract or employment arrangement. Page 10 of 20 (ii) as a spouse or dependent of a U.S. citizen with employment that provides for repatriation to the U.S., including -- (A) with a U.S. Government agency; (B) under any U.S. Government-financed contract or agreement; or (C) under any other contract or employment arrangement

II. **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

Applications will be initially screened for eligibility in accordance with the qualification criteria below. Applicants must address each criterion in their application in order to meet the below minimum qualifications for this position.

a. **Education:** A four-year college degree in any major discipline, preferably in Accounting, Finance, Business Administration or Economics. **Supporting documentation (i.e. copy of university must be included in the application for eligibility purposes).**

b. **Prior Work Experience:** A minimum of five years progressively responsible experience in the area of: Accounting, Finance, Business Management, or Economics.

c. **Language Proficiency:** Level IV in both written and spoken English. The incumbent is required to possess professional level proficiency in both written and spoken English, which will be tested. While Arabic is highly preferred yet it is not requirement for the position.

d. **Knowledge, Skills and abilities:**

   The incumbent must demonstrate an effective ability to work in teams; must have excellent MS Word and Excel proficiency; excellent verbal and written communication skills, strong analytical and reporting skills, preferably will have some knowledge of accounting and finance. The candidate must demonstrate:

   - Ability to identify applicable regulations, interprets complex, technical regulations, and applies these regulations to a variety of situations, specifically voucher examination.

   - Ability to read, interpret and apply provisions moderately complex program regulations of contracts/grants and to make determinations as to whether there is a USG obligation and a legitimate basis of disbursement of government funds, with minimal supervision.

   - Ability to possess considerable skills in articulating complex issues orally and in writing to explain disallowance of claims, and to describe alternative or hypothetical conditions.
III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with applicants in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of applicants with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of applications that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of applicants in the competitive range to the greatest number that will permit an efficient competition among the most highly rated applications. The FAR provisions referenced above are available at https://www.acquisition.gov/browse/index/far.

Applicants who do not meet the minimum education and experience requirement will not be contacted. Applicants who meet the minimum education and experience requirement will be further evaluated based on the evaluation criteria mentioned below:

a. Prior work experience (40%)
b. Language Proficiency (10%)
c. Skills and abilities (50%)

Top-ranked applicants may be given an English test (TOEIC). Top-ranked applicants may be given a written skills technical test, which will be on any of the evaluation criteria mentioned above (testing will be conducted in Amman, Jordan). Top-ranked applicants from the written skills test 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 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.

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:

b. Cover letter and current curriculum vitae (CV) or resume containing sufficient relevant information that respond to the requirements of the position (education/experience) in order to evaluate the application in accordance with the evaluation criteria; provide periods of performance where possible
b. 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 4, and submitted to the ammanresumesusaid@usaid.gov.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD
Once the Contracting Officer (CO) or his/her designee informs the successful applicant about being selected for a contract award, the CO or his/her designee will provide the successful applicant with instructions on how to complete and submit the required documents related to mandatory medical and security clearances. Upon completion of needed medical and security clearances, the selected applicant must be able to begin working within a reasonable period (60 days).

Failure of the selected applicant to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked applicant.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a Local Hire United States Personal Service Contract holder is normally authorized the following benefits and allowances:

- Employer’s FICA Contribution,
- Contribution toward Health & Life Insurance,
- Pay Comparability Adjustment,
- Eligibility for worker’s Compensation,
- Annual & Sick Leave.

VII. TAXES

USPSCs 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.