



# USAID | ECUADOR

FROM THE AMERICAN PEOPLE

Staff Notice 2011-004  
March 30, 2011

**FROM:** Kurt Pope, Regional Executive Officer 

**OPEN TO:** Qualified U. S. Citizens interested in providing Personal Services Contract (PSC) services.

**SUBJECT:** Solicitation for a Resident Hire U.S. Personal Services Contract for a Program Development Specialist.

**POSITION:** Program Development Specialist for the Northern Border Development and Security Program.

**OPENING DATE:** March 16, 2011

**CLOSING DATE:** Extended to April 7, 2011, 5:00 pm (Quito time)

**WORK HOURS:** 40 hrs. per week

**SALARY:** GS-14 equivalent (\$84,697 - \$110,104). U.S. resident-hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance and life insurance), including differentials and allowances. Final compensation will be negotiated within the market value based upon the successful candidate's salary history and work experience, and educational background.

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications of qualified U. S. Citizens interested in providing Personal Services Contract (PSC) services as described in the Solicitation below.

Submittals shall be in accordance with the time and place specified above. Applicants are encouraged to retain copies of all documents/enclosures that accompany their application.

Point of contact: Any questions on this solicitation may be directed to Ms. Rocio Jaramillo.



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Point of contact: Any questions on this solicitation may be directed to Ms. Rocio Jaramillo.

All applications materials should be submitted to:

Ms. Rocío Jaramillo, Acquisition Assistant  
USAID/Ecuador  
Av. Avigiras E12-170 y Eloy Alfaro  
Telephone: 593-2-398-5553  
Fax: 593-2-398-5520  
Email address: [rjaramillo@usaid.gov](mailto:rjaramillo@usaid.gov)

**PLEASE NOTE: APPLICANTS WHO RESPONDED TO THE PREVIOUS VACANCY ANNOUNCEMENT FOR THIS POSITION DO NOT NEED TO RE-APPLY TO BE CONSIDERED. PLEASE SEND A NOTE TO ROCIO JARAMILLO TO LET US KNOW THAT YOU WOULD LIKE TO BE CONSIDERED AGAIN.**

**U.S. Resident Hire PSC  
Program Development Specialist for the  
Northern Border Development and Security Program.  
USAID/Ecuador**

1. SOLICITATION NUMBER: SOL-518-11-000004 Amend 000002
2. ISSUANCE DATE: March 16, 2011
3. CLOSING DATE: Extended to April 7, 2011, 5:00 pm (Quito time)
4. POSITION TITLE: Program Development Specialist for the Northern Border Development and Security Program.
5. SALARY: GS-14 equivalent (\$84,697 - \$110,104). U.S. resident-hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance and life insurance), including differentials and allowances. Final compensation will be negotiated within the market value based upon the successful candidate's salary history and work experience, and educational background.
6. PERIOD OF PERFORMANCE: An initial one year Personal Services Contract with the option to extend for two additional years based on continued need for the services and available funding. Level of effort is full time (40 hours per week).
7. PLACE OF PERFORMANCE: Quito, Ecuador
8. OFFICE: Office of Democracy, Governance and Conflict Prevention (DGCP).
9. SECURITY ACCESS: Secret clearance from USAID and medical clearance

10. OPEN TO: US Citizens only with hiring preference for Eligible Family Members and US staff adult family dependents under Chief of Mission authority.

11. START DATE: On or about May, 2011, once necessary clearances are obtained.

12. MAJOR DUTIES AND RESPONSIBILITIES:

a. Introduction:

Review of the Program - The findings of recent Interagency Conflict Assessment Framework (ICAF) in Ecuador demonstrate that the security situation along the northern border is deteriorating and needs to be addressed immediately through a targeted "whole-of-government" approach. Specifically, the ICAF team found the situation in the northern border region (NBR) to be precariously shifting from one that was "dangerous but predictable toward one of increased danger and less predictability." The success of the Colombian government in pushing the FARC and other criminal organizations further into the hinterlands has caused a spillover into less secure Ecuadorian territory and left the GOE with challenges that it currently cannot address alone.

The 1207 program is a whole-of-government effort composed of three elements designed to

Bolster regional law enforcement and security strategy and coordination;  
Strengthen local governance and service delivery in volatile areas; and  
Work toward ensuring basic human security in the northern border region.

The program is based on the theory that addressing local core grievances and mitigating the influence of elements that are viewed as drivers of conflict in an already volatile situation can prevent greater instability and potential conflict in the area. In the case of Ecuador's NBR, the ultimate goal is to stabilize strategic areas within the most volatile border provinces by preventing the establishment of FARC safe havens and disrupting criminal organizations, key drivers of conflict. This will be achieved by addressing the most pressing grievances in the NBR of limited government presence and social services, a lack of viable economic opportunities for marginalized and vulnerable segments of the local population, and citizen insecurity linked to illicit cross-border activities. The 1207 project directly supports Embassy Ecuador's number one Mission Strategic Resource Plan goal of Disrupting Narco-trafficking and Other Transnational Crimes.

Role of the Position - The incumbent will lead the coordination, development, documentation, and implementation of Embassy Quito's Section 1207-funded activities in conjunction with the U.S. Embassy's Narcotics Affairs Section and Military Group, and the Government of Ecuador. The position is for a three year period.

With guidance from the DGCP Team Leader, the Program Specialist advises and drafts documents related to the analysis, planning, budgeting, design, approval, justification, monitoring, implementation and evaluation of USAID activities funded under Section 1207. S/he also analyzes and evaluates the planning, design, implementation, results, and accomplishments of program activities and coordinates evaluation activities.

The Program Specialist also provides technical input into program descriptions, evaluates contract proposals from an overall program and funding point of view, assesses the feasibility of entering into contracts or agreements, and advises on program justifications and documentation required. S/he prepares and submits evaluations, statistical, analytical, and narrative studies and Monitoring and Evaluation Plans and related reports, and other reports required by the State Department's Office of the Coordinator for Reconstruction and Stabilization (S/CRS), Congress, the Agency, the Embassy, and the mission. S/he also participates in program planning by the 1207 Working Group (USAID, POL, MILGRP, NAS) and works with USG Country Team and other donors to ensure effective coordination and minimum duplication of efforts.

The incumbent's knowledge of the programmatic areas covered in the 1207 program should be at the level of mastery of a broad field of developmental sectors in order to carry out the required functions. In terms of decision making, s/he will be expected to perform under broad administrative discretion on complex issues which will require an advanced level of leadership. Such discretion should be made under the general administrative direction of the DGCP Office Director or his designee with latitude for exercising independent judgment on complex and technical program matters.

b. Duties and responsibilities of the position:

Degree of responsibility for decision-making - The Program Specialist would make day-to-day decisions on the 1207 program, including broad program design options, implementation of a complex multi-million dollar portfolio, and evaluation of strategic results in furtherance of US Foreign Policy interests in Ecuador. The individual would function under the general administrative guidance of the DGCP Office Director. The Mission anticipates continued uncertainty and unusual challenges in alternative development and conflict prevention. The current political environment and sensitive foreign policy issues related to Colombia-Ecuador relations, and U.S. efforts to fight the Andean narcotics economy only add to the complexity of this program. The Program Specialist would be expected to apply his/her technical, supervisory, and administrative expertise, emphasizing achievement of strategic results. His/her leadership will be critical to sustaining the outstanding performance of the DGCP and Alternative Development teams.

S/he will be expected to perform under broad administrative discretion on complex issues which will require an advanced level of leadership in highly complex, politically sensitive sectors which are key to achieving USG foreign policy objectives in Ecuador in the follow sectors: Peace and Security (counter narcotics efforts through preventative alternative development programs) and Governing Justly (improving access to justice). All of these areas require the ability to operate in a fluid environment of high political uncertainty.

Level of complexity - The individual would have significantly varied duties in the anti-narcotics and alternative development sectors, requiring different high-level public, private and civil society contacts, processes, and methods. His/her interpretation and decisions will affect internal operations as well as how Embassy Quito is seen by Ecuadorians, USAID/Washington, partner agencies in the Embassy, the State Department (S/CRS), and the donor community. The uncertainty of the political situation will likely continue, which will further affect the difficulty of problems and risk of decisions of the Program Specialist. Issues affecting the future of

Ecuador's anti-narcotics efforts and relations with its Andean neighbors will require extensive probing and analysis. The work may require new methods, unorthodox criteria, and reliable new information.

The incumbent's duties are significantly varied and require many different unrelated processes and methods that are applied to a broad range of problems/situations that require a substantial depth of analysis. Decisions involve largely undefined areas and issues and require extensive probing and analysis to determine the scope of the problem and propose and implement feasible solutions. There are continuing changes in program, budget, technological developments, unknown phenomena, or conflicting requirements that will require the attention of a seasoned development professional with the technical, advanced language and diplomatic skills to negotiate consensus among parties which often hold differing view points in order to achieve workable solutions. The work requires originating new techniques, reformulating budgets, establishing criteria, or developing new information to ensure efficient and effective achievement of overall functional objective goals. Assignments are of considerable breadth and intensity and require the participation and support of others—particularly with host government counterparts at the ministerial level and local government counterparts including governors and mayors. The work requires a continuing effort to establish concepts, theories or programs, or to resolve unyielding problems to ensure timely achievement of program results.

Knowledge level required - The Program Specialist must have advanced knowledge of foreign assistance topics, including development planning, implementation, monitoring and evaluation. Graduate degree (Master's, J.D. or PhD) in international relations, public administration, law political science, economics, social sciences, or other closely related field is required as well as demonstrated professional and administrative ability to apply best practices and leadership to complex, sensitive development programs.

The incumbent's knowledge of the programmatic areas covered by the 1207 program should be at the level of mastery of a broad field of developmental sectors in order to carry out the required functions. S/he will be expected to analyze, propose and implement solutions to complex political and project implementation matters that arise to USAID Senior Management, NAS leadership, and the U.S. Embassy, including the Ambassador. S/he will be expected to negotiate resolutions with high-level GOE officials in a way that represents USG foreign policy interests and seeks consensus that ensures program implementation continues smoothly. S/he will be expected to participate in the Democracy/Political and Counter-narcotics/Law Enforcement country teams which are chaired by the U.S. Ambassador as well as the Elections and Northern Border working groups (chaired by the Ambassador and/or the Deputy Chief of Mission (DCM)).

Supervisory Controls – The Program Specialist will have no direct supervision of staff, but s/he will offer daily administrative guidance to DGCP Office Management Assistant and has a role in monitoring the performance of this employee.

The DGCP Office Director will provide broad administrative direction in terms of the 1207 Program's overall strategic direction with the expectation that the Program Specialist would independently plan, implement, and monitor programs. S/he will be responsible for clear, concise reporting of accomplishments and problems. The Program Specialist's work on alternative development, access to justice, and community infrastructure must be technically

authoritative, able to stand up to scrutiny of the agency's Washington-based Democracy, Conflict Prevention and Humanitarian Assistance (DCHA) experts.

Guidelines - Guidelines are broadly stated and non-specific. The incumbent requires minimum guidance to effectively carry out the functions of the Program Specialist to ensure program implementation. Judgment and ingenuity is required to interpret the intent of guides and to develop applications/guidelines for achievement of stated overall program objectives and results.

Complexity of the work environment – The Program Specialist's responsibilities would be confined to the Mission's program in the Northern Border region of Ecuador. This is a high-risk area for which occasional travel to the region is required (although it is generally off-limits for overnight stays in cities or communities). It is largely undeveloped and in some areas primitive. The Program Specialist would request clearance from the Regional Security Office for travel to the area and would be expected to be aware of on-going activities by other sections of the Embassy in the same areas as USAID projects. The sectors involved experience frequent changes in GOE officials at the highest levels, requiring experience and flexibility on the part of the incumbent to quickly engage new counterparts in order that they become partners in meeting the mutual developmental objectives of the USG and GOE.

Scope and effect of the work – The Mission seeks an expert in a broad range of development fields, who has a well known track record for dispute resolution, highly developed negotiating skills. He/She should have skills at identifying solutions to issues related to implementation of projects. The incumbent will apply these skills in the highly fluid, high visibility and politically risky environment in which Ecuador finds itself.

The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories. The employee is recognized as an expert to the experts and his/her work affects the work of other experts. The work directly affects the development of major aspects of administrative or professional programs or missions, or the well being of a substantial number of people. The work involves planning, developing and carrying out vital programs which are essential to the success of Embassy Quito's 1207 program (i.e., beyond Agency-level). Key responsibility of the work is to lead, facilitate and otherwise affect key professional or technical staff.

The Program Specialist will:

- advise the DGCP Office Director and coordinate the implementing staff on all aspects of planning, implementing, and evaluating 1207 Program activities to achieve overall objectives.

- follow the relevant Agency design, implementation and evaluation guidelines to ensure that implementing staff maintain prudent management of 1207 activities.

- communicate with key 1207 partners and other elements of the private and public sectors responsible for setting policies and for implementing programs.

- develop required documentation to initiate new activities, including program design (scopes of work, program descriptions, Requisitions, etc).

-draft responses to Mission, Embassy, and USAID/W requests on activities status to assure that such requests are accurate and reflect the position of senior Mission management and USG foreign policy in Ecuador.

-when appropriate, represent the 1207 Team at the interagency country teams and working groups to review and recommend more integral approaches to advancing USG foreign policy goals and objectives in Ecuador.

-monitor political reforms and developments, such as policies, programs, and legislation that relate to peace and security, border policy, and local government development.

-monitor 1207 project impacts, analyze and document project goals, benchmarks, problems, and options for resolution.

-coordinate preparation of USAID/W required Mission reports as necessary.

The Program Specialist would initiate and/or participate in high level discussions with GOE official, private sector and civil society leaders, academic specialists, and other major donors on political reforms and institution building for improved service delivery to the most vulnerable populations.

The Program Specialist must be a development professional who can effectively lead the 1207 team. His/her efforts would directly affect the stability of social programs, health, and security along Ecuador's northern and southern border. The Mission's 1207 program will be vital to the overall mission of the USG and affect approximately 250,000 inhabitants of the northern border provinces.

Level and purpose of contacts - Under the guidance of the DGCP Office Director, the Program Specialist would meet with GOE Ministers and senior leaders (e.g. Government, Justice and Human Rights, Vice Minister of Security, Plan Ecuador, SENPLADES, etc.). Contacts may also include representatives of foreign governments, presidents of large national and international firms, representatives of the news media, governors, and mayors. To justify, defend, negotiate and settle matters involving significant or controversial issues among decision makers, the Program Specialist would be involved in conferences, meetings, hearings or presentations involving problems or issues of considerable consequence or importance. His/her contacts would reflect diverse political, economic, and social viewpoints, requiring his/her comprehension and negotiation toward achievement of common understandings and consensus building towards USG goals and objectives.

The incumbent will have regular contact with grantee/contractor country representatives. Other professional contacts will include representatives of international donor community, private implementation agencies, NGOs and other local institutions involved in public administration, local government, and local development. Additional contacts will be through visits to project sites, and relevant conferences and seminars.

Exercise of judgment: The incumbent will be required to exercise independent judgment on a wide range of program implementations issues. USAID/Ecuador Functional Objectives,

Operational Plans, Results Reports, and Assessments will be available to inform the incumbent on 1207 objectives and reporting requirements. The incumbent must be able to work independently and as part of relevant teams, according to established Mission and Agency policies, practices and regulations, and programmatic guidance. S/he is expected to make independent judgments and substantial reliance is placed on this professional to independently plan and carry out the specific activities detailed above in fulfilling major duties and responsibilities. S/he will resolve programmatic problems that arise by making recommendations to the DGCP Office Director and 1207 Team members on approaches and methodologies to be used. The incumbent will develop, coordinate, and clear proposed solutions with all necessary parties and take any actions necessary to resolve the problem.

Authority to make commitments: No authority to make commitments of U.S. Government financial, technical or personnel resources is required. However the incumbent will play a key information and analytic role in determining the Mission's positions on funding for grant/contract approval or renewal, provision of technical assistance, training opportunities and other program elements.

Nature, level and purpose of contacts: The Program Specialist will have regular contact with GOE Ministers as stated above, as well as work directly with grantee/contractor country representatives. Professional contacts will include senior level counterparts in national and local government, representatives of international donor community, private implementation agencies, NGOs and other local institutions involved in public administration, local government, and local development. Additional contacts will be through visits to project sites, and relevant conferences and seminars.

### 13. QUALIFICATIONS

Education - Graduate degree (Master's, J.D. or PhD) in international relations, public administration, law political science, economics, social sciences, or other closely related field. In absence of a graduate degree, experience equivalent to this level in the professional or technical field can be considered.

Relevant Work Experience - Minimum of five years development experience in technical area is required either in a US Government agency, or an international development agency/NGO, or a multilateral bank. Proven success in managing and supervising complex development programs in collaboration with public, private, and/or not-for-profit partners, with minimal supervision, is required. Prior work experience is required in at least two of the following areas: strategic planning, community infrastructure projects, access to justice, access to the civil registry, and livelihoods for youth and young adults. A high level of understanding and knowledge of the economic environment, social and political situation of Ecuador and the area of influence is highly desired. Knowledge and understanding of democracy and human rights related issues and experience in developing or transition countries, Latin America and the Caribbean, and prior experience in Ecuador is helpful but not required.

Proven analytical, organizational (schedule, plan, lead productive meetings) and administrative skills (including use of computer applications: Outlook, WORD, and EXCEL).

Strong interpersonal and management skills with a demonstrated ability to lead and work collaboratively with a range of professional counterparts. Demonstrated persuasiveness, cross-cultural sensitivity, tact, and poise.

Excellent written and oral presentation skills. The ability to meet tight deadlines with concise documents and oral interpretation is required.

The incumbent must have the ability to represent USAID to external audiences. In order to assist in monitoring and evaluation, as well as the day-to-day management tasks, s/he must be able to engage with government partners at the technical level; leaders of non-governmental organizations, including private sector organizations and media; and other donors.

Written and verbal fluency in English and Spanish is required. All applicants must be fluent in Spanish at the 2/2 level.

Residency: Must be a resident in Quito, Ecuador, and must be able to travel throughout Ecuador.

Availability: Candidate must be available to start in position on or about May, 2011, subject to medical and security clearances.

#### 14. SELECTION CRITERIA

All applications will be evaluated and scored based on the responses and documentation submitted with the application. The following factors are listed and will be the basis for the evaluation of all applications:

- a. **Education (15 points):** Graduate degree (Master's, J.D. or PhD) in international relations, public administration, law, political science, economics, social sciences, or other closely related field. In absence of a graduate degree, experience equivalent to this level in the professional or technical field can be considered.
- b. **Relevant Work Experience (25 points):** Minimum of five years development experience in technical area is required either in a US Government agency, or an international development agency/NGO, or a multilateral bank. Proven success in managing and supervising complex development programs in collaboration with public, private, and/or not-for-profit partners, with minimal supervision, is required. Prior work experience is required in at least two of the following areas: strategic planning, community infrastructure projects, access to justice, access to the civil registry, and livelihoods for youth and young adults.
- c. **Knowledge (15 points):** A high level of understanding and knowledge of the economic environment, social and political situation of Ecuador and the area of influence is highly desired. Knowledge and understanding of democracy and human rights related issues and experience in developing or transition countries, Latin America and the Caribbean, and prior experience in Ecuador is helpful but not required.

- d. **Skills (30 points):** Proven analytical, organizational (schedule, plan, lead productive meetings) and administrative skills (including use of computer applications: Outlook, WORD, and EXCEL).

Strong interpersonal and management skills with a demonstrated ability to lead and work collaboratively with a range of professional counterparts. Demonstrated persuasiveness, cross-cultural sensitivity, tact, and poise.

Excellent written and oral presentation skills. The ability to meet tight deadlines with concise documents and oral interpretation is required.

The incumbent must have the ability to represent USAID to external audiences. In order to assist in monitoring and evaluation, as well as the day-to-day management tasks, s/he must be able to engage with government partners at the technical level; leaders of non-governmental organizations, including private sector organizations and media; and other donors.

- e. **Language (15 points):** Written and verbal fluency in English and Spanish is required. All applicants must be fluent in Spanish at the 2/2 level.

**Total Possible Application Points: 100**

Consideration and selection will be based on a panel review of the applications against the Selection Criteria. The most qualified applicants selected from the evaluation criteria listed above will be interviewed by phone or in person. USAID will not pay for any expenses associated with the interviews.

Professional references and academic credentials will be requested and evaluated for applicants being considered for selection and references and contact information should be provided in the application. Please note that not all applicants will be interviewed or contacted.

15. **POSITION ELEMENTS:**

- a. **Supervision:** The incumbent will be supervised by and report directly to the DGCP Office Director.
- b. **Available Guidelines:** Guidelines are broadly stated and non-specific. The incumbent requires minimum guidance to effectively carry out the functions of the Program Specialist to ensure program implementation. Judgment and ingenuity is required to interpret the intent of guides and to develop applications/guidelines for achievement of stated overall program objectives and results.
- c. **Authority to Make Commitments:** No authority to make commitments of U.S. Government financial, technical or personnel resources is required. However the incumbent will play a key information and analytic role in determining the Mission's positions on funding for grant/contract approval or renewal, provision of technical assistance, training opportunities and other program elements.
- d. **Supervision Exercised:** The Program Specialist will have no direct supervision of staff, but s/he will offer daily administrative guidance to DGCP Office Management Assistant and has a role in monitoring the performance of this employee.

- e. Training: On-the-job training and on-line courses.

16. TO APPLY:

Qualified individuals are requested to submit a U.S. Government Optional Form 612. This form is available at the USAID website, <http://www.usaid.gov/forms/>

The OF-612 shall be submitted by fax, e-mail courier or hand delivery by the closing date. To ensure the consideration of your applications, please reference the solicitation number on your application and as a subject line in any cover letter.

17. CONTRACTING INFORMATION BULLETINS PERTAINING TO PSCs:

CIB/ AAPD No.	Title / Issued Date
AAPD 10-02	Exceptions to FAR Requirements for Central Contractor Registration And Masking Contractor-Specific Data Elements in FPDS-NG--SBU -- <i>01/08/10</i>
AAPD 10-01	PERSONAL SERVICES CONTRACTS -- CHANGES IN USG REIMBURSEMENT AMOUNTS FOR HEALTH INSURANCE AND PHYSICAL EXAMINATION COSTS -- <i>01/08/10</i>
AAPD 06-12	Homeland Security Presidential Directive-12 (HSPD-12) Implementation -- <i>10/17/06</i>
AAPD 06-11	Home Leave and Revised General Provision 5, Leave and Holidays (AUGUST 2006) -- <i>09/12/06</i>
AAPD 06-10	PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY -- <i>October 30, 2006</i>
AAPD 06-09	AIDAR, APPENDIX J: ORDER OF PREFERENCE FOR HIRING COOPERATING COUNTRY NATIONALS (CCNs) AND THIRD COUNTRY NATIONALS (TCNs) -- <i>JUNE 23, 2006</i>
AAPD 06-08	AIDAR, APPENDICES D AND J: USING THE OPTIONAL SCHEDULE TO INCREMENTALLY FUND CONTRACTS-- <i>JUNE 23, 2006</i>
AAPD 06-07	AIDAR, APPENDIX D: CONTRACT BUDGET, SALARY DETERMINATION AND SALARY INCREASES -- <i>05/19/06</i>
AAPD 05-08	PERSONAL SERVICES CONTRACTS -- ANNUAL HEALTH INSURANCE COSTS FOR 2005 -- <i>06/30/05</i>
AAPD 05-02	Clarification of Policy for Personal Services Contracts with Anticipated Contract Performance Periods Exceeding Five (5) Years

	-- 03/10/05
AAPD 04-15	CASH AWARDS FOR USPSCs AND TCNPSCs -- 10/15/04
AAPD 04-15 Amendment 1	CASH AWARDS FOR USPSCs AND TCNPSCs -- 10/01/08
AAPD 04-13	Revised Procedures Allowing for Classification of U.S. Personal Services Contracts Positions Up to the GS-15 Equivalent -- 09/21/04
AAPD 03-11	Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan -- 12/02/03
AAPD 03-07 Revised	Instructions to Contracting/Agreement Officers on their Role in the Debt Collection Process -- 09/30/04
CIB 01-10	Revision of Medical Clearance Process - Personal Services Contracts ("PSCs") with U.S. Citizens -- 03/31/01
CIB 01-09	Competitive Process - Personal Services Contracts ("PSCs") with U.S. Citizens for Support of HIV/AIDS and Infectious Disease Initiatives -- 03/30/01
CIB 01-07	Clarification of the Extension/Renewal Policy Regarding Personal Services Contracts (PSCs) -- 03/23/01
CIB 01-05	Clarification of the Rest and Recuperation (R&R) Policy Regarding Third Country Nationals (TCNs) -- 03/2001
CIB 00-08S	Revision of Competitive Process-Personal Services Contracts ("PSCs") with U.S. Citizens -- 03/00
CIB 00-08	Revision of Competitive Process - Personal Services Contracts ("PSCs") with U.S. Citizens -- 10/00
CIB 00-03	00 FICA & Medicare Tax Rates for Personal Services Contracts (PSCs) -- 01/00
CIB 99-22	PSC Policy -- 10/99
CIB 99-15	Changes to AIDAR Concerning Resident Hires and Deviations -- 08/99
CIB 98-23	Guidance Regarding Classified Contract Security and Contractor Personnel Security Requirements -- 12?/98
CIB 98-14	Change in Required Application Form for USPSCs -- 05/98
CIB 98-12	Guidance Regarding Advertisement of Personal Services Contracts (PSCs), and Requirements for Evaluating Applications for PSCs -- 04/98
CIB 98-11	Determining a Market Value for Personal Services Contractors Hired Under Appendix D, Handbook 14 -- 04/98

CIB 97-19	Advertising for Short-Term Personal Services -- 08/97
CIB 97-17	PSC's with U.S. Citizens or U.S. Resident Aliens -- 07/97
CIB 97-16	Class Justification for Use of Other Than Full and Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally, with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or Less -- 07/97
CIB 96-23	Unauthorized Provision in Personal Services Contracts -- 09/96
CIB 94-09	Sunday Pay for U.S. Personal Services Contractors (PSCs)—1994
CIB 93-17	Financial Disclosure Requirements under a Personal Services Contract (PSC) -- 11/93
CIB 89-29	Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage, and Privately Owned Vehicles -- 11//89

18. LIST OF REQUIRED FORMS:

For initial consideration:

1. OF-612. You may attach a resume or CV.

Upon advice by the Executive Officer that the applicant is successful, the following forms will be needed:

- a. Contractor Employee Biographical Data Sheet (AID 1420-17)
- b. Contractor Physical Examination Form (DS 1843) or copy of current valid medical clearance.

If you decide to submit an application, it should be received no later than the closing date and time indicated in this solicitation and directed to the person specified in the first page of this document.

E-mail submission is acceptable. However, it is the individual's responsibility to ensure all documentation is received on time and is complete.

Any questions concerning this announcement must be submitted in writing to Rocío Jaramillo, via e-mail at [rjaramillo@usaid.gov](mailto:rjaramillo@usaid.gov) (ph) 5932-398-5553.