

SOLICITATION NUMBER	668-12-01-EXO
ISSUING DATE	December 2, 2011
CLOSING DATE	December 31, 2011
POSITION TITLE	Construction Management Specialist
NUMBER OF POSITION(S)	One
MARKETING VALUE	<i>GS-14 (\$84,697 - \$110,104) In addition, this post has 25% Post Differential and 25% Danger Pay</i>
ORGANIZATIONAL LOCATION OF POSITION	Juba, Southern Sudan
DIRECT SUPERVISOR	Sup. Executive Officer Executive Office, Juba, Southern Sudan
SUPERVISORY CONTROL	May be required to supervise FSN TDYers from other Missions who may come to help in construction management activities.
PERIOD OF PERFORMANCE	One year with an option for renewal.
SECURITY ACCESS	SECRET Level
AREA OF CONSIDERATION	U.S. Citizens only .

A. BASIC FUNCTION OF THE POSITION:

Serving under a Contracting Officer's letter of appointment as a Contracting Officer's Technical Representative (COTR), the incumbent is primarily responsible for providing management and technical oversight and quality assurance for construction and/or renovation projects at USAID/Sudan's office and residential complexes in Juba. The projects may consist of construction of new buildings and related structures; installation of modular office/residential units; renovation (both exterior and interior) of existing structures; and/or installation of life support infrastructure (electrical power generation and distribution, potable water and waste disposal systems, internal and external electrical systems, telephone, Internet and television systems, walkways, roadways, access gates, safe havens, dining and recreational facilities, communications facilities, laundry and maintenance facilities). It is estimated that construction management-specific duties will take up to 90% of the incumbent's full-time level of effort.

While a COTR has reporting responsibilities to the cognizant Contracting Officer, the incumbent is assigned to the Executive Office in Juba and is subject to administrative supervision and direction of the Executive Officer/Juba. As a senior member of the Executive Office staff, 10% or more of the incumbent's full-time level of effort will be dedicated to recurrent and one-time administrative management functions as assigned by the Executive Officer.

Market Value: This position has been classified as equivalent to a GS-14 position in the USG Civil Service. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history.

C. Duties and Responsibilities

The Construction Management Specialist is responsible foremost to the Contracting Officer in accordance with applicable letter/s of appointment as COTR, and in that capacity:

- Maintains thorough familiarity with applicable contracts and, as appropriate, subcontracts, including all associated modifications
- Reviews and analyzes Contractor submittals of plans, drawings, construction technical data and material samples to ensure contractual compliance; reports all deficiencies and/or instances of non-compliance immediately to the Contracting Officer and to the Executive Officer
- Reviews Contractor's requests for deviation or changes to the contract or contract plans; reports, with appropriate recommendation, such requests to the Contracting Officer and the Executive Officer
- Reports to the Executive Officer or designee any perceived contractual shortcomings that, if left unchanged, would threaten the quality of the work, the safety of individuals or property or the timely completion of the project/s; makes appropriate recommendations for amendment/modification to the contract/s

- Monitors construction/renovation work in progress and immediately reports to the supervisor any work (completed or in process) that fails to comply with the contract and/or with any applicable construction standards

- Reports immediately to the Executive Officer any instance of apparent lack of adequate Contractor oversight (e.g. inadequate or unprofessional supervision of the workforce by the Contractor or a subcontractor)

- Confers with the Contractor staff, maintaining an open line of communication and, in consonance with applicable contract and COTR letter of appointment language, remains responsive to Contractor queries and requests as appropriate

- Compiles and maintains contract data, maintaining appropriate contract files in accordance with applicable U.S. Government and Agency regulation and policy

- In accordance with applicable contract/s convenes and chairs periodic USAID/Contractor reviews of project progress

- Plans and organizes prioritizes work so as to support the progression of quality work in accordance with timely completion of the project/s

D. EVALUATION CRITERIA/SELECTION CRITERIA:

Candidates will be evaluated and ranked based on the following selection criteria:

- 1. Education (15 points):** A University degree, preferably in engineering, construction management, architectural design or other directly related field. Formal certifications of technical training in key management areas, e.g., those listed below in the experience category below, is highly desirable
- 2. Work Experience (35 points):** A minimum of ten years of progressively responsible experience in the field of construction/construction management to the appropriate managerial level is required. At least two years' experience directly supervising or mentoring junior staff is required.
- 3. Knowledge, Skills and Abilities (35 points):** Work requires mastery of the management principles, concepts, practices, methods, and techniques of construction management sufficient to ensure that projects are completed in a timely manner and in full compliance with required security and quality standards. A solid knowledge of construction management practices with focus on achieving results based upon experience is desirable. Knowledge of U.S. Government regulations for overseas construction is highly desirable. Familiarity with the general principles of

administrative/logistical support, delivery and support staff management is essential. The work requires that this knowledge be specific to, or related to, the logistical and security constraints prevalent in conflict areas. The ability to independently organize, prioritize and follow through on all assignments is required. Proficiency in standard operating and application software (Windows, Microsoft Word, Excel and Outlook) is required. Experience with ProjNet is desirable.

4. **LANGUAGE (15 points):** Proficiency in spoken and written English is required.

Maximum Points Available: 100.

E. Term of Performance

The term of the contract will be for 12 months. Within one month after written notice from the Contracting Officer that all clearances have been received or, unless another date is specified by the Contracting Officer in writing, **the incumbent shall proceed to Washington, DC to take the mandatory pre-deployment training courses and then proceed directly to Juba, Southern Sudan** to perform the above services which may be extended upon mutual agreement and subject to satisfactory performance and availability of funds. This position has been classified at a U.S. Government GS 14. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history.

In addition, the Mission has a 25% Post Differential allowance and 25% Danger Pay. FICA and federal income tax will be withheld by USAID. During this one year period you will be entitled to two Rest and Recuperation trips (R&R). You will have to use your Annual Leave or Compensatory time for R&R. The R&R destination for Juba, Southern Sudan is London. Alternatively, one location in the United States may be designated.

G. Medical and Security Clearance

The selected applicant must be able to obtain a USG Secret Level security clearance, and a Department of State Class I Medical Clearance.

H. Benefits:

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a U.S. Resident Hire PSC, shall be subject to U.S. Federal Income Tax, but shall not be eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.]

A. BENEFITS:

- o FICA Contribution
- o Contribution toward Health & life insurance
- o Pay Comparability Adjustment

- o Eligibility for Worker's Compensation
- o Annual & Sick Leave
- o Access to Embassy medical facilities, commissary and pouch mail service as per post policy

B. ALLOWANCES (If Applicable):

- (1) Temporary Lodging Allowance (Section 120)
 - (2) Living Quarters Allowance (Section 130)
 - (3) Post Allowance (Section 220)
 - (4) Supplemental Post Allowance (Section 230)
 - (5) Post Differential (Chapter 500)
 - (6) Payments during Evacuation/Authorized Departure (Section 600) and
 - (7) Danger Pay (Section 650)
 - (8) Education Allowance (Section 270)
 - (9) Separate Maintenance Allowance (Section 260)
 - (10) Education Travel (Section 280)
- * Standardized Regulations (Government Civilians Foreign Areas).

C. FEDERAL TAXES: USPSCs are not exempt from payment of Federal Income taxes under the foreign earned income exclusion.

I. CONTRACT INFORMATION BULLETINS (CIBs/AAPDs) PERTAINING TO PSCs

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|------------|--|
| AAPD 10-01 | Changes in USG reimbursement amounts for Health Insurance and Physical Examination Costs |
| AAPD 06-11 | Home Leave and Revised General Provision 5, Leave and Holidays |
| AAPD 06-10 | PSC Medical expense payment responsibility |
| AAPD 06-07 | AIDAR, Appendix D: Contract budget, salary determination and salary increase |
| AAPD 06-01 | Medical evacuation insurance |
| CIB 01-10 | Revision of medical clearance process - PSC with U.S. Citizens |
| CIB 01-07 | Clarification of the extension/renewal policy regarding PSCs |
| CIB 01-05 | |
| CIB 00-08 | Revision of Competitive Process - PSCs with U.S. Citizens |
| CIB 00-03 | FICA & Medicare Tax Rates for Personal Services Contracts |
| CIB 99-22 | PSC Policy |
| CIB 98-23 | Guidance regarding Classified Contract Security and Contractor Personnel Security Requirements |
| CIB 98-16 | Annual Salary Increase for USPSCs |
| CIB 98-14 | Change in Required Application Form for USPSCs |
| CIB 98-11 | Determining a Market Value for Personal Services Contractors Hired under Appendix D. |
| CIB 97-17 | PSC's with U.S. Citizens or U.S. resident aliens |
| 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 |

CIB 96-23 Unauthorized Provision in Personal Services Contracts
CIB 94-09 Sunday Pay for U.S. Personal Services Contractors
CIB 93-17 Financial Disclosure requirements under a Personal Services Contract
CIB 89-29 Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage and Privately Owned Vehicles

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts can be found at:

http://www.usaid.gov/business/business_opportunities/cib/

Additionally, AIDAR Appendixes D or J also applicable to PSCs can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

J. APPLYING

All applications should be submitted electronically to e-mail address

jubahr@usaid.gov

Attention: Suzan Lasu
Human Resources Specialist
USAID/Juba, Southern Sudan

To ensure that your application is received for the intended position, please reference the solicitation number in the subject line of your e-mail or your application may not be considered.

Applicants may submit an application against this solicitation at any time but prior to December 31, 2011 16:30 local (Juba, Southern Sudan)time unless revised. The highest ranking applications may be selected for an interview. Please note that only short listed candidates will be notified.

K. REQUIRED FORM AND DOCUMENTS FOR INITIAL CONSIDERATION:

Interested applicants must submit the following documents or their applications may not be considered for this position:

1. Qualified individuals are required to submit a U.S government OF-612 form which is available at the following websites:

<http://www.usaid.gov/forms/OF612.pdf>

http://southsudan.usembassy.gov/job_vacancies.html

2. His/her most current curriculum vitae (CV) or resume;
3. Three (3) to five (5) references, who are not family members or

relatives, with working telephone and email contacts;

- The applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/Juba, Southern Sudan will only contact references for the finalist, and will only do so with the permission of the applicant.

4. A written statement that addresses the Evaluation/Selection Criteria in this solicitation.

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.

Point of Contact:

Diane Moore
Contracting Officer
USAID/Juba, Southern Sudan Email: dimoore@usaid.gov

Note: No in-person appointments or telephone calls will be entertained.

Place of Performance

USAID/Juba, Southern Sudan