

ISSUANCE DATE: JULY 01, 2014
CLOSING DATE: AUGUST 01, 2014

SUBJECT: SOLICITATION NUMBER SOL-675-14-000003 FOR A US/TCN PSC EXECUTIVE OFFICER FOR USAID/GUINEA & SIERRA LEONE BASED IN CONAKRY, GUINEA.

Ladies/Gentlemen:

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

Submittals shall be in accordance with the attached information at the place and time specified. Interested applicants must submit all the materials required by the solicitation such as:

Completed and hand-signed federal form Application for Federal employment OF-612 (including OF-612 continuation sheets as needed) including other documentation/information in Instruction to Applicants. (Incomplete or unsigned applications will NOT be considered). Forms can be downloaded from www.usaid.gov/forms/.

Applicants are required to sign the certification at the end of the OF-612. Applications that are received without a signature will not be considered for the position.

To be considered for the position, a candidate must meet all of the eligibility requirements listed under Selection Factors in the solicitation. Complete application must be e-mailed to the submission address specified in the solicitation. Consideration and selection will be based on a panel evaluation of the applications in accordance with the Evaluation Criteria in the solicitation.

Applicants should retain for their records copies of all enclosures which accompany their applications. All applications and the required documents should be submitted to:

Executive Office,
U.S. Agency for International Development
Dakar, Senegal

Via e-mail at: conakrypscjobs@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 Microsoft Word or PDF and not zipped. Note that attachments to email must not exceed 3MB.

Any questions in response to this solicitation must be directed to:

Samuel Carter Jr,
Supervisory Regional Executive Officer
USAID/Senegal
TELEPHONE NUMBER: 00221-33-879-40-00
E-MAIL ADDRESS: sacarter@usaid.gov

This solicitation does not represent a commitment on behalf of USAID and it is subject to availability of funds. The U.S. Government is not obligated to make an award or to pay for any costs associated with the preparation and submission of a proposal in response to this solicitation.

USAID reserves the right to award all or none of the contracts contemplated herein, subject to availability of funds.

Sincerely,

Samuel Carter Jr
Supervisory Regional Executive Officer

SOLICITATION NUMBER: SOL-675-14-000003

ISSUANCE DATE: JULY 01, 2014

CLOSING DATE/TIME: AUGUST 01, 2014 at midnight local time

POSITION TITLE: EXECUTIVE OFFICER

MARKET VALUE: GS-13/14 (\$72,391 – \$94,108/\$85,544 - \$111,203 per annum). The final compensation will be negotiated within the listed market value based on the successful candidate’s salary history, work experience and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**

PERIOD OF PERFORMANCE: Two years

PLACE OF PERFORMANCE: Conakry, Guinea

SECURITY ACCESS: Employment Authorization must be obtained prior to the execution of the contract

AREA OF CONSIDERATION: U.S. Citizens or Third Country Nationals

SUPERVISORY CONTROL: The incumbent will be expected to work independently with little direction and guidance.

POSITION DESCRIPTION

USAID Guinea and Sierra Leone is a small mission with about 55 employees, including eleven USDH positions. The Executive Office is based in Conakry, but renders services to USAID/Guinea as well as USAID/Sierra Leone (non presence country) in the following areas: personnel, acquisition and assistance, travel, records management, information management, program support, and management. Other services, mostly GSO related, are provided through ICASS. USAID is collocated with the Embassy in both Guinea and Sierra Leone.

BASIC FUNCTION OF POSITION:

Serves as Executive Officer, and as such has full authority vested in this position except for authorities limited to USDH employees, such as exercising procurement authority or handling classified materials. Provides direct supervision and leadership over all EXO functional areas. Coordinates the delivery of effective and efficient administrative and logistic services to USAID Guinea and Sierra Leone through ICASS.

MAJOR DUTIES AND RESPONSIBILITIES:

Works under the general supervision of the Mission Director, but handles work independently according to policies or accepted practice and resolves problems which arise in the Executive Office by determining approaches to be taken and methods to be used. Represents the USAID mission on interagency committees such as the ICASS Council, the Inter-Agency housing board, the Awards Committee, etc.

Ensures effective and timely delivery of quality services by all Executive Office Sections as well as by ICASS. Plans, designs and implements projects/studies. Identifies and implements productivity enhancing and cost efficient delivery systems.

Targets in-house and external training for service-provider staff, including conducting training session; publicizes and updates clear service standards and guidelines for customers; conducts/analyzes periodic customer satisfaction surveys; maintains/enhances internal controls to protect USAID assets and monitors internal procedures; directs career development and in-service training programs for entire EXO staff.

Recommends and/or develops appropriate internal management systems to implement USAID policies. Uses due diligence and Agency tools such as the annual FMFIA, the OMS management services review guidelines, assessment or audit reports to ensure that functional accountabilities are in place, and proposes corrective solutions, as appropriate. Interprets USAID regulations and their application to facilitate management support. Coordinates the assessment of team success in meeting Agency, Mission as well as Team goals and values, through coaching, facilitating, training and advice. Instills better work habits such as teamwork, productive performance, customer focus etc... Facilitates team activities and consensus building, and assesses team weaknesses and strengths.

Has full authority within the administrative area with the exception of signatory authority involving commitment of US funds or major Mission policy issues; authority to negotiate terms of contracts, including costs, subject only to the final concurrence of his supervisor, and funds availability.

Assist Mission Offices and Strategic Objective Team (s) in formulation of management policies on program planning, development, implementation and evaluation. Review Mission development assistance projects for their management support requirements and in collaboration with appropriate Mission officials and cooperating government representatives, develops manpower and logistical support requirements within budgetary limitations.

Develops the Mission's annual administrative procurement plan, in concert with the Front Office and appropriate staff, for inclusion in the annual Budget Request.

Has responsibility for the development and implementation of USAID/Guinea and Sierra Leone's O.E. budget and procurement plan in close association with the Office of Financial Management: reviews the budget forecast, and instructs changes, as appropriate; conducts period reviews of the budget based on actual expenditures and new requirements; approves requisitions for procurement needs, provides administrative approval of payment for OE-funding goods and services.

Provides advice on policies and all management issues. Recommends and/or drafts Mission policies related to the functions of an Executive Office. Reviews and assures that all reports are prepared by the appropriate section and submitted in a timely manner.

Serves as the main contact with the Embassy for issues related to consolidation of services (Management Officer, GSO, FMS, etc), and with USAID/W on other EXO matters.

Supervises all sections of the Executive Office staff (16 employees). Provides oversight on those GSO functions consolidated under ICASS.

Other duties as assigned, consistent with usual EXO function in USAID Missions.

SUPERVISION AND MANAGEMENT RESPONSIBILITIES

Supervision Received: The Executive Officer works under the general supervision of the Mission Director who sets objectives of broad nature. The majority of assignments accrue from normal flow of office functions. Operations and results are reviewed for adequacy, the degree to which desired outcomes are achieved, and through review of written work products. The Executive Officer is expected to be a self-starter, motivated, and results driven with a proven ability to establish and meet deadlines.

Available Guidelines: USAID Regulation (ADS) on Overseas Support, Procurement, Personnel, the Foreign Affairs Manuals, and Bilateral Agreements. Guidelines may not specifically apply to many situations and will have to be interpreted, requiring considerable judgment.

Exercise of Judgment: USAID relies heavily upon Contractor for exercise of judgment and advice on operations management. Incumbent must be innovative and resourceful to get the job done and achieve results while at the same time assuring compliance with local and USG regulations and statutory provisions.

Nature, Level and Purpose of Contacts: USAID/Guinea personnel (both local and offshore), Officials of the Mission, USAID/W, and other USAID Missions, other Agencies, Government of Guinea, Local Civil Administrative Authorities, private companies, American families, contractors, vendors and suppliers.

Supervision Exercises: Directly supervise 1 Administrative Management Specialist, 1 Personnel Specialist, 1 Systems Manager, 1 Travel Assistant and 1 Administrative Assistant. The Executive Office comprises 12 positions.

Physical Demands/ Work Environment: The work is sedentary and performed in an office setting.

TERM OF PERFORMANCE/COMPENSATION:

The term of the contract will be for two (2) years to start o/a October 05, 2014 renewable annually for up to a total of 5 (five) years, subject to availability of funds, HR/Washington's approval and validity of security/medical clearances. Renewal of the contract is also based on the need for continued services and satisfactory job performance. The position must be re-advertised, and position description reviewed after the 5 year period based on the same terms and conditions mentioned above for renewals.

The position has been classified at both the GS-13/14 levels. The actual salary of the successful candidate will be negotiated within that pay band, depending on qualifications and previous salary history. Salaries over and above the top of the pay range will not be entertained or

negotiated. Currently, post differential for Guinea is 30%, and One Rest & Recuperation trip as per AIDAR Appendix D.

QUALIFICATION AND SELECTION CRITERIA

This determines the basic eligibility for the position. Applicants who do not meet all of education, experience and language factors are considered **NOT qualified** for the position. **See detailed instructions for demonstrated Education/experience below.** To ensure an efficient competitive process, the applications will be initially screened as per the selection criteria below. As part of the selection process, finalist candidates may be interviewed either in person or by telephone, at USAID's discretion. Reference checks will be made only for applicants considered as finalists.

Education and Work Experience

At a minimum, the applicant must have:

For GS-13 - A Bachelor's degree and a minimum of Ten (10) years of work experience;

For GS-14 - A Master's degree and a minimum of Twelve (12) years of work experience;

Of which, two (2) years of supervisory experience (including but not limited to mentoring, training, and guiding staff).

EDUCATION: Business Administration or Social Sciences. Formal training in areas of USG procurement, contracting, property management, personnel management and general administration also required. A Master's degree is preferable. Requirement is met by substituting ten years of related professional experience in addition to the fifteen years stated below **(20 points)**

WORK EXPERIENCE: Progressively responsible experience in performing and supervising USG management operations or overseas experience specifically related to administrative management for a large and complicated organization, including property management, procurement, contracting and personnel management is required. Experience as Executive Officer or Deputy Executive Officer is a plus. Demonstrated successful experience in the field of management and administration including personnel administration, management analysis and planning, general services and travel, customs/shipping, procurement, budgeting, planning and contract management. Experience with USG personnel management is required. **(30 points)**

LANGUAGE PROFICIENCY: Fluent spoken/written English (Level IV) and the ability to compose administrative correspondence and contractual language are required. Fluent French at Level III is required. **(10 points)**

KNOWLEDGE, SKILLS AND ABILITIES: Duties involve intensive professional and administrative functions requiring very strong skills in problem assessment, analysis and resolution as well as strong interpersonal skills and expert knowledge in the EXO function areas. A thorough knowledge of U.S. Government regulations and USAID and State Department Regulations governing all areas of administrative management and support

operations is required. Proven managerial experience required. Proven ability to lead, train and supervise. Demonstrated ability to analyze, conceptualize, negotiate, exercise sound judgment, and originate ideas, proven ability to identify problems and develop creative solutions, and the interpersonal skills to handle requests and complaints with patience, diplomacy and sense of humor. Computer skills (Word, Excel) required.

(40 points)

TOTAL POINTS: 100

INSTRUCTIONS TO APPLICANTS:

Interested individuals are requested to submit fully completed and hand-signed copy of an Application for Federal employment an Optional Application for Federal Employment Form (OF-612), cover letter and a current resume/curriculum vita (CV) containing the following information which clearly demonstrates their education, experience, knowledge, skills and abilities as they relate to the evaluation criteria. Forms are (available at the USAID website, <http://www.usaid.gov/forms/> or internet <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=ALL> or at Federal offices).

1. Personal Information: full name, mailing address (with zip code), email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);
2. Education: Colleges and universities, name, city and state, majors, type and year of any degrees received;
3. Work Experience: provide the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions); job title (includes series and grade if federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, basic salary. Indicate if we may contact your current supervisor; Applicants should note that the salary history for the purposes of the OF-612 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc.
4. Other Qualifications: Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title & year), job-related skills; for example, other languages, computer software/hardware, job related certificates and licenses (current only), job related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).
5. 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.

6. Date of availability to begin assignment in Conakry, Guinea.

NOTE: This position requires the submission of complete forms and/or supplemental materials as described herein above. Failure to provide the required information and/or materials will result in your not being considered for employment. Please note **unsigned applications shall NOT be considered**. To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter.

Interested candidates should send above via the internet or international mail, to the attention of the addresses indicated below. E-mail must be received by the closing date and time specified in the cover letter.

VI. ADMINISTRATIVE REQUIREMENTS AND LOGISTICAL SUPPORT:

As a matter of policy, and as appropriate, a US-PSC is normally authorized the benefits in Appendix D and TCN-PSC is normally authorized the benefits and allowances as per Mission Order and AIDAR Appendix J. AIDAR Appendix J can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf> and Mission Order at http://agh2k3fpsaccr02:8080/acra_aid/intranet/notices/index/15

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://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/ to locate relevant AAPDs.

9. ALLOWANCES: PSCs are also eligible for allowances listed in the Standardized Regulations Government Civilian Foreign Areas Sections cited below – as 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. Separate Maintenance Allowance (Section 260)
6. Education allowance (Section 270)
7. Educational Travel (Section 280)
8. Post differential (Chapter 500)
9. Payments during Evacuation/authorized Departure (Section 600)
10. Danger Pay (Section 650)
11. Consumables Allowance

10. SECURITY AND MEDICAL CLEARANCE: The final selected candidates must obtain security 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, any offer made may be rescinded.