



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: January 10, 2012  
CLOSING DATE: February 09, 2012

SUBJECT: Solicitation No. 306-12-000016/OD for U.S/ Third Country  
Nationals Personnel Service Contractor (US/TCNPSC)  
**Administrative Assistant**

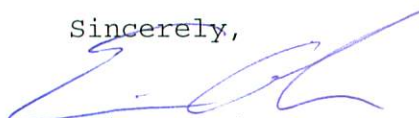
Ladies/Gentlemen:

The United States Government, represented by the U.S Agency for International Development (USAID), is seeking applications from qualified individuals interested in providing the US/TCNPSC services as described in the attached solicitation. For further information please visit <http://afghanistan.usaid.gov>

Submission shall be in accordance with the attached information and applications should be submitted electronically to [AfUSAIDJobs@state.gov](mailto:AfUSAIDJobs@state.gov) (attention to Sameer Lodeen, Human Resources Specialist, Kabul/Afghanistan). This solicitation will remain open until February 09, 2012, 16:30hrs local time.

Any questions on this solicitation may be directed to Sameer Lodeen, Human Resources Specialist, Phone (in Afghanistan) (202) 216-6288, Ext.4440 or e-mail at [slodeen@usaid.gov](mailto:slodeen@usaid.gov) or Robert W. Appiah, Deputy Executive Officer, Phone (in Afghanistan) (202) 216-6288, Ext. 4873 or e-mail at [rappiah@state.gov](mailto:rappiah@state.gov) Applications must be sent to [AfUSAIDJobs@state.gov](mailto:AfUSAIDJobs@state.gov) and not to any individuals.

Sincerely,

  
Eric D. Adams  
Contracting Officer  
USAID/Afghanistan

1/9/12

U.S. Agency for International Development  
Great Massoud Road  
Kabul  
Afghanistan

Tel: (202) 216-6288  
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[http://www.usaid.gov/locations/asia\\_near\\_east/afghanistan](http://www.usaid.gov/locations/asia_near_east/afghanistan)

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1. SOLICITATION NUMBER: 306-12-000016/OD
2. ISSUING DATE: January 10, 2012
3. CLOSING DATE: February 09, 2012
4. POSITION TITLE: Administrative Assistant
5. Number of Positions: One
6. MARKETING VALUE: GS-10 (\$44,771 - \$59,505)
7. ORGANIZATIONAL LOCATION OF POSITION: USAID/AFGHANISTAN
8. DIRECT SUPERVISOR: USAID/Afghanistan, Deputy Mission Directors
9. SUPERVISORY CONTROL: Minimal. The incumbent is expected to act independently with little direction.
10. PERIOD OF PERFORMANCE: 12 months with an option for renewal
11. SECURITY ACCESS: U.S Citizens: Secret Level  
Third Country Nationals: Employment
12. AREA OF CONSIDERATION: U.S. OR Third Country Nationals (TCN) CITIZENS

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**POSITION DESCRIPTION: USAID Administrative Assistant**

**A. Basic Functions of the Position**

The position serves an Administrative Assistant in the Office of the Mission Director, with a wide range of functions to ensure expeditious processing of decision documents and other executive actions in support of the USAID/Afghanistan mission's billion dollar portfolio.

The incumbent will be supervised by the Deputy Mission Director, but must be able to make decisions independently and work with broad guidance rather than close supervision. The incumbent will routinely interact with top-level officials in Afghanistan, including senior government officials, heads of other donor agencies, private sector leaders, and the Office of the Chief of Mission and Country Team Leaders.

**Major Duties and Responsibilities:**

In order to help promote USAID programs in Afghanistan, the incumbent will provide administrative, secretarial and office management support to the Office of the Mission Director team which includes but not limited to the Deputy Directors on a day-to-day basis and will be an integral part of the team.

Maintain a high degree of knowledge about and proactively keeps informed about all of USAID/Afghanistan's operations and objectives, and lines of communication in order to effectively communicate with Mission staff and external parties (e.g. GOA officials, other donors, the media and other segment of society) on matters of interest to the Mission. Responds directly to inquiries for information about USAID, when appropriate.

Cultivate new and maintain ongoing contacts and effective working relationship with the USAID/Afghanistan Mission's customers, partners and implementers at the highest level, i.e. GOA cabinet and other high level officials, private sector leaders, heads and staff of multilateral and bilateral donor organization, the Office of the Chief of Mission and Country Team.

Handle telephone calls and receive visitors of the Office of the Mission Director. Manage the Mission Director and Deputy Director's calendars. Make extensive travel arrangements as necessary. Make complete arrangements for meetings and conferences. Compose routine correspondence. Locate and assemble information from various sources for reports, briefings, conferences, etc. Follow up on tasks and other actions assigned in Mission senior staff and general staff meetings. Handle office timekeeping and maintains the Office of the Director's working files system, to include office supplies and equipment.

Act as a role model and mentor the Mission Secretaries in their professional development and provide guidance on a regular basis. Motivate the secretaries to be pro-active in Mission program and operations and to participate more in Mission Teams.

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Receives and control incoming correspondence to the Office of the Mission Director and assign action to appropriate person or office. Assist the communications and records section in ensuring that all incoming communications are properly logged in and action assigned properly, tracking them down and ensuring that they are replied to in a timely manner. Assure quality control of all outgoing communications, bearing the signature of the Mission Director, Deputy Director, or the Ambassadors. Quality assurance refers to proper presentation of materials, appropriate tone, clarity of expression and sensitivity to protocol and cultural factors.

Schedules meetings, screens telephone calls and visitors, judges relative importance and handles administrative matters for the front Office without supervision.

Receives, reviews and controls incoming and outgoing correspondence memos and communications for Front Office.

Provides orientation and training to new secretaries/admin assistants on procedural matters, including protocol, style and format of written communications; maintains the Mission's Correspondence Handbook, updating and revising in accordance with guidance from USAID/Washington and other sources, as needed.

**B. EVALUATION/SELECTION CRITERIA:**

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

1. **Education: (20 Points)** A Bachelor degree is required, preferably in one of the social sciences fields.
2. **Work Experience: (25 Points)** Minimum of Three years as an administrative assistant and/or secretary for an executive is required.
3. **Language Proficiency: (10 Points)** Level IV (fluent) in written and spoken English is required.
4. **Knowledge: (25 Points)** Thorough knowledge of standard office procedures and practices; standard administrative practices for the operation of senior management offices; and protocol and social etiquette in dealing with senior officials is required. Thorough knowledge of English grammar, spelling, and punctuation; executive correspondence styles; and filing systems required. Thorough knowledge of USAID/Afghanistan's style and format requirements and State Department formats; USAID office and administrative policies, and procedures for program management desirable. Thorough familiarity and understanding of the entire USAID/Afghanistan

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portfolio; and a fundamental understanding of development problems facing Afghanistan is required.

- 5. Skills and Abilities: (20 Points)** Ability to function as the confidential secretary for the front office. As such, the position requires excellent interpersonal skills, tact, and courtesy to maintain cordial and effective contacts with senior U.S., Afghan and other officials; and to develop and maintain effective working contacts for obtaining data. Sound analytical skills and judgment to evaluate and interpret data, and to determine the most effective method of reporting and presentation is also required. Initiative, flexibility, good organizational skills and demonstrated ability to work under pressure to establish work priorities, to meet the varying work needs of the Front Office and meet deadlines, and to identify and implement appropriate actions to streamline work is required. Extensive computer experience in Word, Excel, and e-mail essential.

**Maximum Points Available: 100.**

**C. Term of Performance**

The term of the contract will be for 12 months. Within 2 weeks 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 four mandatory pre-deployment training courses and then proceed directly to Kabul 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 10. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history.

In addition, the Mission has a 35% Post Differential allowance and 35% 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) and three Regional Rest Breaks. While you will have to use your Annual Leave or Compensatory time for R&R, you will be entitled to 5 days Administrative Leave plus two days of travel time for each Regional Rest Break.

Physical Demands and Work Environment: Work in the office is mostly sedentary but travel to program activity implementation sites outside of Kabul requires U.S. Government Regional Security Officer (RSO) approval, travel in fully armored vehicles and close coordination with the U.S. Embassy and U.S. Consulate security officers, DoD, and ISAF as relevant. Provincial Reconstruction Team (PRT) and District Stabilization Team (DST) sites are in remote areas of Afghanistan in rugged terrain that requires good physical condition to conduct site assessments.

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**D. General information regarding living and working conditions in Afghanistan**

Life in Kabul, the capital of Afghanistan has somewhat improved since the establishment of the government, and great strides have been made to regularize the availability of services, utilities, and supplies of common consumer items. Living conditions, however, are still difficult but this is an historical opportunity to work closely with a dedicated team to assist the Afghans to bring about peace and stability to their war-torn country. Afghanistan is an unaccompanied post. All staff will be housed on the heavily guarded and fortified Embassy compound, at a military compound, or at a PRT.

**E. Medical and Security Clearance**

The selected applicant must be able to obtain a USG Secret Level security clearance, TCN should have Employment Certification by the RSO, and a Department of State Class I Medical Clearance.

**F. 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:** PSCs are not exempt from payment of Federal Income taxes under the foreign earned income exclusion.

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

- 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/](http://www.usaid.gov/business/business_opportunities/cib/)

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

H. APPLYING

All applications must be submitted electronically to e-mail address

[AfUSAIDJobs@state.gov](mailto:AfUSAIDJobs@state.gov)

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Attention: Sameer Lodeen  
Human Resources Specialist  
USAID/Afghanistan

To ensure that your application is received for the intended position, please reference the solicitation number in the subject line of your e-mail as (od12000016) or your application may not be considered.

Applicants may submit an application against this solicitation at any time but prior to **February 09, 2012 16:30 local (Kabul) time** unless revised. The highest ranking applications may be selected for an interview. Please note that only short listed candidates will be notified.

**I. 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:
  - a. <http://www.opm.gov/forms/html/of.asp>
  - b. or at USAID/Afghanistan web site at <http://afghanistan.usaid.gov>
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/Afghanistan 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:**

Sameer Lodeen  
Human Resources Specialist  
USAID/Afghanistan Email: [slodeen@state.gov](mailto:slodeen@state.gov)  
Phone (in Afghanistan) - (202) 216-6288 Ext. 4344 or +93 797 777 301;

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**Note:** No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

**Place of Performance**

USAID/Afghanistan

U.S. Embassy

Great Massoud Road

Kabul, Afghanistan