



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: January 22, 2012
CLOSING DATE: February 10, 2012

SUBJECT: Solicitation No. 306-12-000018/OM - for U.S. Citizen/Third
Country National Personal Services Contractor (US/TCN-PSC)
Human Resources Specialist

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 subject PSC services as described in the attached solicitation.

Submission shall be in accordance with the attached information and applications must be submitted electronically to the e-mail address provided in the attached solicitation.

This solicitation will close on February 10, 2012, at 16:30hrs Kabul time.

Any questions about this solicitation may be directed to Eric D. Adams, Contracting Officer, Phone (in Afghanistan) (202) 216-6288, Ext. 4544 or e-mail at EAdams@state.gov or Sameer Lodeen (202) 216-6288, Ext. 4344, e-mail at slodeen@usaid.gov. However, all applications must be sent to the e-mail address provided in the attached solicitation.

Sincerely,

Eric D. Adams
Contracting Officer
USAID/Afghanistan

U.S. Agency for International Development
Great Masoud Road
Kabul, Afghanistan

Tel: 202-216-6288 / 0700-108-001
Email: kabulusaidinformation@usaid.gov
<http://afghanistan.usaid.gov>

SOLICITATION NO. 306-12-000018/OM

SOLICITATION NUMBER	306-12-000018-OM
ISSUING DATE	January 22, 2012
CLOSING DATE	February 10, 2012
POSITION TITLE	Human Resources Specialist
NUMBER OF POSITION(S)	ONE
MARKETING VALUE	GS-10(\$45,771 - \$59,505) In addition, this post has 35% Post Differential and 35% Danger Pay
ORGANIZATIONAL LOCATION OF POSITION	Kabul, Afghanistan
DIRECT SUPERVISOR	Deputy Executive Officer
SUPERVISORY CONTROL	Minimal. The incumbent is expected to act independently with little direction.
PERIOD OF PERFORMANCE	One year (12 months) with an option for renewal
SECURITY CLEARANCE	1: U.S. CITIZEN: SECRET SECURITY CLEARANCE REQUIRED 2: THIRD COUNTRY NATIONAL: EMPLOYMENT AUTHORIZATION-CERTIFICATION
AREA OF CONSIDERATION	U.S. CITIZEN OR THIRD COUNTRY NATIONAL APPLICANTS.

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POSITION DESCRIPTION: USAID HUMAN RESOURCES SPECIALIST

A. BASIC FUNCTIONS OF THE POSITION

The incumbent reports directly to the Deputy Executive Officer and performs a verity of personnel functions related to U.S. Direct hire (USDH), U.S. Personnel Services Contract (USPSC), Third Country National Personnel Services Contract (TCNPSC) and Foreign Services Nationals Personnel Services Contract (FSNPSC). The incumbent will assist the Deputy Executive Officer in planning, directing and administering program of USDHs, USPSCs, TCNs and FSNs of USAID/Afghanistan. Prepares personnel reports and maintain records. Is responsible for training current HR FSN staff on processing of awards, Trainings, PSC contracts, management of USDHs, recruitment and other procedure and policy pertaining to Human Resources. Administers the performance evaluation program for USDHs, USPSC/TCNs and FSNs. Trains the FSN staff on all HR related matters.

B. DUTIES AND RESPONSIBILITIES

The Human Resources Specialist will have the following duties and responsibilities:

1. Works out precise budget for each contract and applies contract regulations in carrying out these duties. Responsible for maintaining on a regular basis complete PSC cost data and maintains record book for all Personnel Services Contracts for Data entry in Web Pass and prepares Budget & Personnel Reports, etc.
2. Provide guidance to the FSN staff on PSCs, Performance Evaluation Reports, WGI, promotion and Leave structure and explains the various benefits. Ensures that position control record is maintained.
3. As specialist in the recruitment process for U.S. Direct Hire, U.S/Third Country National and Foreign Service National personal services contract employees, the incumbent trains FSN staff on a regular basis.
4. Collaborates with the Deputy Executive Officer on development and implementation of personnel policies and procedures for local personnel.
5. Assists in the classification process under the Computer Aided Job Evaluation.
6. Assists HR in the preparation of FSN Personal Services contracts and amendments for FSN PSC employees, as required and oversees that required clearances and contracts and contracts amendments including promotions, reassignments, terminations, etc are in place.
7. Assists in interpreting regulations and makes sure employees are informed of all matters affecting assignments, performance evaluations leave and retirement policies, health benefits, and insurance allowances.
8. Coordinates with Deputy Executive Officer in the formulation of Personnel Policies and providing advice on all areas of personnel administration, staffing policies, position management and organizational structure.

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9. Assists the Deputy Executive Officer on developing, drafting and implementing appropriate internal Mission Management Systems and policies.

C. EVALUATION CRITERIA/SELECTION CRITERIA:

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

1. **Education: (20 points)** Bachelor's degree in human resources management, public/business administration or related subject is required. Higher education in the field of HR management/public/business administration desirable.
2. **Work Experience: (25 points)** A minimum of five years of human resources management experience is required.
3. **Communication Skills: (20 points)** Excellent English communications skills both reading and writing is required.
4. **Knowledge, Skills and Abilities: (35 points)** Strong operational, managerial, and computer skills are required, including ease and skill in using word processing programs, spreadsheet applications, email, the internet, familiarity with Windows applications, and in particular, proficiency with Microsoft Word and Excel. Strong ability to work effectively with superiors, subordinates, colleagues and partners, both inside and outside the Mission, are required, as well as maturity, stability, objectivity, resourcefulness, adaptability, and sound professional judgment. Demonstrated ability to work productively in a multicultural environment. Knowledge of human resources function is required. Knowledge of US Government regulations/procedures as appropriate for carrying out the duties and responsibilities of the position is desirable. Must be able to work with minimal supervision; must have outstanding communications skills and the ability to negotiate effectively and ability to analyze, conceptualize, negotiate, exercise sound judgment and the interpersonal skills to handle requests theoretically and practical knowledge of the principles of customer service and a good team player are essential.

Maximum Points Available: 100.

D. 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

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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 select between two established Rest and Recuperation trips (R&R) and Regional Rest Breaks options. While you will have to use your Annual Leave or Compensatory time for R&Rs and RRBs, you will be entitled to a certain number of Administrative Leave days for travel.

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.

E. 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.

F. Medical and Security Clearance

The selected U.S. citizen applicant must be able to obtain a USG Secret Level security clearance; a TCN applicant must be able to obtain Employment Certification/Authorization from the Embassy Regional Security Office; and both must be able to obtain a Department of State Class I Medical Clearance.

G. 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.]

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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.

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

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|------------|--|
| 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 |
| 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 | Clarification of the R&R Policy Regarding TCNs |
| 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 |

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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 applies to PSCs can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

I. APPLYING

All applications must be submitted electronically, via e-mail, to:

AfUSAIDJobs@state.gov

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 (306-12-000018/OM), or your application shall not be considered.

Applicants may submit an application in response to this solicitation at any time prior to: **February 10, 2012 16:30 local (Kabul) time**, unless revised. The highest ranking applicants may be selected for an interview. Please note that only short-listed candidates will be notified.

J. 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. <http://afghanistan.usaid.gov>

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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 applicant 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@usaid.gov

Phone (in Afghanistan) - (202) 216-6288 Ext. 4344 or +93 797 777 301;

Note: No appointments will be entertained.

Place of Performance:

USAID/Afghanistan

U.S. Embassy

Great Massoud Road

Kabul, Afghanistan