



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: February 14, 2013

CLOSING DATE: February 28, 2013

SUBJECT: Solicitation No. SOL-306-13-000026/OFM for U.S/Third Country National Personnel Service Contractor (US/TCNPSC) **Pay Technician**

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 personal services contract (PSC) services as described in the attached solicitation.

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

This solicitation will remain open until February 28, 2013, 16:30hrs Kabul time.

Any questions about this solicitation may be directed to Patrick Robinson, Contracting Officer, Phone (in Afghanistan) 1-301-490-1042 Ext. 4544 or e-mail at PRobinson@state.gov or Sameer Lodeen 1-301-490-1042 x 4344, e-mail at slodeen@usaid.gov. However, all applications must be sent to the e-mail address provided in the attached solicitation.

Sincerely,

Patrick Robinson
Contracting Officer
USAID/Afghanistan

SOLICITATION NO. SOL-306-13-000026/OFM

SOLICITATION NUMBER	SOL-306-13-000026-OFM
ISSUING DATE	February 14, 2013
CLOSING DATE	February 28, 2013
POSITION TITLE	PAY TECHNICIAN
NUMBER OF POSITION(S)	ONE
MARKETING VALUE	GS-09 (\$41,563 - \$54,028) <i>In addition, this post has 35% Post Differential and 35% Danger Pay</i>
ESTIMATED START DATE	APRIL 2013
ORGANIZATIONAL LOCATION OF POSITION	KABUL, AFGHANISTAN
DIRECT SUPERVISOR	USAID/AFGHANISTAN DEPUTY CONTROLLER FOR FIELD OPERATIONS
SUPERVISORY CONTROL	NONE DIRECTLY; INDIRECTLY PROVIDES GUIDANCE TO ALL TIMEKEEPERS
PERIOD OF PERFORMANCE	13 MONTHS WITH AN OPTION FOR RENEWAL
SECURITY ACCESS	U.S. CITIZENS (SECRET SECURITY CLEARANCE) THIRD COUNTRY NATIONALS (EMPLOYMENT CERTIFICATION)
AREA OF CONSIDERATION	U.S. CITIZENS OR THIRD COUNTRY NATIONALS (TCN) CITIZENS

POSITION DESCRIPTION: PAY TECHNICIAN

BACKGROUND:

The incumbent provides payroll services and functions for five categories of employees: USDH, USPSC, TCNPSC, FSNPSC and FSNTDY employees at the USAID/Afghanistan mission. The incumbent has complete responsibility for coordinating the payroll process and ensuring that every aspect of payroll services is completed efficiently and according to US Government law and Agency regulations. The incumbent also serves as a trainer of timekeepers and other employees in payroll and also analyzes a variety of complex vouchers for payment.

A. Basic Function of the Position:

The incumbent provides payroll services and functions for five categories of employees: USDH, USPSC, TCNPSC, FSNPSC and FSNTDY employees at the USAID/Afghanistan mission. The incumbent has complete responsibility for coordinating the payroll process and ensuring that every aspect of payroll services is completed efficiently and according to US Government law and Agency regulations. The incumbent also serves as a trainer of timekeepers and other employees in payroll and also analyzes a variety of complex vouchers for payment.

B. Major Duties and Responsibilities:

a. Payroll (90%)
USDH, USPSC & TCNPSC:

The incumbent manages the payroll reporting system (webTA) for the submission of USDH, USPSC and TCN PSC Time and Attendance reports. Sets deadlines for USDHs/USPSCs/TCNPSCs entering data into webTA and certification. Disseminates information on standards, policies and Post paid allowances as they relate to webTA. Resolves webTA issues by interacting with OFM supervisors and USAID/W/HR and USAID/W/CFO/Payroll offices.

Prepares the Special and Post Differential bi-weekly memorandums for NFC Pay action on a bi-weekly basis and distributes the computation to employees once the processing is finalized. Liaise with NFC Pay; provides necessary information and/or documentation needed by NFC Pay to clarify and resolve any issues related to the bi-weekly payroll. Coordinates with other Missions' timekeepers the employees' payroll data transfer upon their arrival and departure. Maintains and updates employees' records in order to monitor their allowances and benefits in accordance with the Afghanistan Special Recognition Package (ASRP). Prepares Pay Cap analysis and coordinates a timely payment of rollover amounts with USAID/Washington/CFO/Payroll.

TCNPSC & FSNTDY PSC:

The incumbent coordinates the preparation and submission of timesheets and computations to the relevant paying office on a bi-weekly basis. Reviews all timesheets submitted to ensure accuracy of reporting and that all leave or premium pay is supported by approved documentation. Maintains individual

reconciliation worksheets on administrative, annual and sick leave balances for each employee. Periodically provides copies of the reconciliation worksheet to employees and seeks the employee's feedback in the event of any discrepancy. Ensures that all payroll issues are investigated and resolved in a timely manner.

FSN Payroll:

The incumbent manages the FSN Payroll reporting system (winTA) for the submission of USAID/Afghanistan Time and Attendance reports. Coordinates the FSN T&A data schedule with the Mission staff; sets deadlines for FSN T&A report submissions to meet GFSC-Bangkok's reporting deadlines.

Reviews the timesheets to ensure that hours worked are reported accurately, that all leave and premium pay are supported with required evidence, and that documents bear relevant authorized approval. Serves as the Point of Contact for any issues or concerns arising from the payroll process.

b. Other Duties (10%)

Involuntary Separate Maintenance Allowance (ISMA)

Prepares the monthly ISMA payment vouchers for eligible USDHs, USPSCs and TCNPSCs; ensures that the Foreign Allowances Application form (SF-1190) is completed, approved and supported with relevant documentation and certified by HQ. Liaises with the accounting staff to insure adequate funds are provided in a timely manner for each individually approved SF-1190. On a monthly basis, reviews each SMA submission to insure that the number of dependents claimed has not changed and is consistent with that approved and funded for on the SF-1190. Maintain ISMA files for audit purposes.

ICASS:

Assists in preparation of the annual ICASS count, analyses annual ICASS invoices, computes the annual ICASS cost distribution.

Transportation Charges via Citibank Travel Card

The incumbent conducts financial and operational reviews of Citibank invoices to reconcile and allocate charges from the USG contract travel agency to the appropriate funding source and travel authorization. Processes the monthly charges for reimbursement.

Analysis and Reporting

Under the direction of the USDH Financial Management Officer, Chief Accountant or Deputy Controller for Field Operations participates in the Mission's annual internal control review process. Ensures testing and reporting is documented in the Mission's files and performs other tasks as assigned. Perform other duties, as assigned.

C. EVALUATION CRITERIA/SELECTION CRITERIA:

1. **Education: (10 Points)** College level or technical diploma in accounting or auditing is required or its equivalent (i.e. at least five years) in type, level of responsibility, scope, difficulty and thoroughness of responsible work in public or private accounting

practice. A university degree in Accounting, Finance or Business Administration is desirable but, not mandatory, depending on individual qualifications and other educational accomplishments.

2. **Work Experience: (35 Points)** A combined minimum of five to ten years of experience in voucher examination, accounting and payroll processing. Prior work experience in a critical post country or conflict-country is preferred. Prior work experience of at least 2 years with webTA and WinTA payroll systems is required.
3. **Skills and Abilities: (20 Points)** The Payroll Specialist is expected to be able to respond to all routine payroll questions without referring to her/his supervisor and to liaise with HQ as needed/required. Responses to complex questions are to be researched by the Payroll Specialist and then presented for discussion/decision to the Financial Management Officer or Deputy Controller for Field Operations.
4. **Knowledge: (20 Points)** Must have a thorough knowledge of USAID's policies and procedures as it relates to payroll and voucher processing, ADS sections dealing with payroll and voucher processing, webTA procedures and manuals and WinTA procedures and manuals.
5. **Communication: (15 Points)** Fluency in written and spoken English at a level sufficient to conduct business in an English-speaking environment and to correspond with colleagues, clients and HQ staff in a professional and accurate manner. Able to issue written and spoken instructions to FSN timekeepers.

Maximum Points Available: 100.

D. Term of Performance

The term of the contract will be 13 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 mandatory pre-deployment training courses as specified by the Office of Management 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 09 level. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history.

The estimated start date under this contract is April 2013.

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 (or, alternatively three Rest and Recuperation trips). 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. There is one destination for Regional Rest Break - Dubai.

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 applicant will be subject to a security background check; U.S. citizens must be able to obtain a USG Secret Level security clearance. The selected applicant must be able to obtain a Department of State Class I Medical Clearance in accordance with any such requirements set forth in the contract or required by the USAID Mission.

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.]

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.

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

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

I. APPLYING

All applications should be submitted electronically to e-mail address

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 (fm1326) or your application may not be considered.

Applicants may submit an application against this solicitation at any time but prior to **February 28, 2013 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.

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. 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.

SOLICITATION NO. SOL-306-13-000026/OFM

Point of Contact:

Sameer Lodeen

Human Resources Specialist

Email: slodeen@usaid.gov

Phone (in Afghanistan) - 1-301-490-1042 x 4344, or +93 797 777 301.

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

Place of Performance

USAID/Afghanistan

U.S. Embassy

Great Massoud Road

Kabul, Afghanistan