



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: February 14, 2013

CLOSING DATE: February 28, 2013

SUBJECT: Solicitation No. SOL-306-13-000027/OFM for U.S/Third Country National Personnel Service Contractor (US/TCNPSC) **Accountant**

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-306-13-000027/OFM

SOLICITATION NUMBER	SOL-306-13-000027/OFM
ISSUING DATE	February 14, 2013
CLOSING DATE	February 28, 2013
POSITION TITLE	ACCOUNTANT
NUMBER OF POSITION(S)	ONE
MARKETING VALUE	GS-11 (\$50,287 - \$65,371) <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 CHIEF ACCOUNTANT
SUPERVISORY CONTROL	NO DIRECT SUPERVISION EXCEPT IN AN ACTING ROLE, AS NEEDED. IN WHICH CASE THE ACCOUNTANT MAY BE CALLED UPON TO SUPERVISOR 4 ACCOUNTANTS, ONE ACCOUNTING TECHNICIAN AND ONE BUDGET ANALYST.
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: ACCOUNTANT

A. Basic Function of the Position:

The incumbent is responsible for the direction and maintenance of the project accounting systems for USAID/Afghanistan. The incumbent is responsible for maintaining, reviewing, reconciling, and balancing accounting records for various types of USAID/Afghanistan project funds. These include grants, the preparation of periodic and special reports, and the provision of advice and financial information to project borrowers, grantees, and contractors. Directly reports to the Supervisory Accountant and indirectly to the Deputy Controller or designee.

B. Major Duties and Responsibilities:

1. Performs project accounting operations utilizing an automated accounting system (Phoenix) that controls and reports on all program activities. Applies professional accounting principles and practices in the maintenance of the system. Assures that effective accounting systems are in place to cover all USAID/Afghanistan programs. USAID/Afghanistan's operating year budget (OYB) averages more than \$1 billion. Resolves ongoing difficulties in processing commitments, obligations, sub-commitments, sub-obligations, advances, and disbursements of program funds. Ensures that all types of transactions in the project accounting system (i.e. budget, acquisition, accounts payable, bills for collection, and accrual sub-systems) are correct. Establishes efficient monitoring of program funds and advances. Advises the Deputy Chief Accountant and Chief Accountant on the status of all program-funded grants. 30%

2. Accounting Reports:

Prepares required reports and special reports from information available for a variety of users including the Controller and Supervisory Accountant, USAID/Washington, Mission management, and project officers. In coordination with the Supervisory Accountant develops, analyzes, and issues all internal reporting of project accounting. Ensures the completion and accuracy of all reports (e.g., determines that commitments, obligations, disbursements, and accruals are correct). In conjunction with the Supervisory Accountant, Financial Analysts, project officers, and grantees, develops special reports from the accounting system database to assist in program management of funds made available to the USAID/Afghanistan program. 20%

3. Advice, analysis and periodic tasks:

- Provides advice to the Technical Offices' personnel on all types of accounting transactions.

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- Conducts 1311 reviews. Advises the Supervisory Accountant and Deputy Controller or designee on the status of un-liquidated obligations and maintains list of planned de-obligations and upward adjustments.
- Processes requests for closeouts. Performs all the necessary activities to ensure proper processing of closeouts and advises Supervisory Accountant and CTOs on de-obligations of funds. Coordinates actions with Financial Analysts.
- Produces sampling of the technical offices' project accrual files periodically (at least quarterly). Reports to the Supervisory Accountant and Deputy Controller on findings and recommends actions for improvement.
- Performs SF1221/SF224/6653 reconciliation. Records in Phoenix all OE and project disbursements and advances based on USDO statements. Takes follow up actions to clear all un-reconciled items.
- Closely coordinates reconciliation activities with all the involved OFM staff. In coordination with the VE Supervisor and Cashier, researches, initiates and processes all the required corrective transactions.
- Establishes contacts with the local bank and Bangkok Financial Service Center personnel to resolve difficulties in processing all disbursements and collections.
- Processes IPACs received from USAID/W and other USAID Missions. Assists Supervisory Accountant in clearing IPACs in Phoenix system. Provides input to SF-224 reporting.
- Maintains informal spreadsheets to track MAARDs, Journal Vouchers, Trip Requests, SF-1081s, and other accounting transaction documents.
- Issues and processes Bills for Collection in Phoenix and maintains the Accounts Receivable files.
- Serves as back up for maintaining the electronic files for accounting transactions.
- Assists the Supervisory Accountant in compiling and producing documentation for accounting transactions required during the GMRA audit and/or data call requests from AID/Washington.

45%

4. Serves as backup to any accounting section member during his/her absence. Serves as backup to the reconciliation of transactions issued by Treasury Department Financial Center in Kansas City. Performs other duties required in order to maintain official operations of the Controller's office and any other functions as deemed necessary by the Supervisory Accountant and/or Deputy Controller or designee. 5%

C. EVALUATION CRITERIA/SELECTION CRITERIA:

1. **Education: (10 Points)** Possession of a university degree in accounting, finance or business administration is required or at least 4 years of additional relevant experience can substituted for education. Additional relevant work experiences and completion of an MBA or other professional certification/s like the Charter Accountant are desired.
2. **Work Experience: (20 Points)** Requires from three to four years of progressively responsible experience in accounting and related fiscal work with a U.S. government agency, preferably at an USAID Mission with experience operating Phoenix and other software programs, is strongly desired.
3. **Skills and Abilities: (20 Points)** Ability to read, comprehend, and logically apply complicated regulations, directives and procedures relating to the USAID voucher examination process as well as the ability to explain these to others and train them in the application same to a variety of financial transactions.
4. **Knowledge: (25 Points)** A thorough knowledge of applicable sections of USAID Financial Management and Accounting Systems and Automated Directive Systems (ADS) on Grants, Loans, Commodities, and Country Contracting.
5. **Communication: (25 Points)** Candidate should be able to read and write English at a level sufficient to conduct business in a English speaking environment and to issue instructions both verbally and in writing.

Maximum Points Available: 100.

D. Term of Performance

The term of the contract will be for 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 11 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)

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- (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 (fm1327) 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.

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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