



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: February 14, 2013

CLOSING DATE: February 28, 2013

SUBJECT: Solicitation No. SOL-306-13-000028/OFM for U.S/Third Country National Personnel Service Contractor (US/TCNPSC) **Supervisor Voucher Examiner**

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-306-13-000028/OFM

SOLICITATION NUMBER	SOL-306-13-000028/OFM
ISSUING DATE	February 14, 2013
CLOSING DATE	February 28, 2013
POSITION TITLE	SUPERVISORY VOUCHER EXAMINER
NUMBER OF POSITION(S)	ONE
MARKETING VALUE	GS-10 (\$45,771 - \$59,505) <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	SUPERVISES 5 PROJECT VOUCHER EXAMINERS (AID), FSN-420-8, AND 1 VOUCHER EXAMINER (AID), FSN-420-7.
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: SUPERVISORY VOUCHER EXAMINER

A. Basic Function of the Position:

The incumbent is responsible for supervision and directing all activities of the USAID Office of Financial Management Voucher Section related to the examination and processing of a wide variety of difficult and complex vouchers pertaining to project and OE funds. Performs the full range of supervisory duties typical of first-line supervisors including, but not necessarily limited to: making work assignments, providing technical assistance to subordinates, reviewing work while in progress and upon completion to assure accuracy and compliance with regulations, maintaining discipline, providing on-the-job training, training plans, approving leave, preparing performance appraisals, and recommending promotion and other actions. The Supervisory Voucher Examiner reports to the Chief Accountant and Deputy Controller for Operations.

B. Major Duties and Responsibilities:

Supervises and directs the voucher examination process to ensure that payments are in compliance with USAID and US Government procedures, regulations, and policies. Monitors compliance with the payment verification policy and Prompt Payment Act by providing constant review of the Mission voucher approval and examination process. Recommends and implements revisions in voucher examination and internal controls to improve effectiveness and to increase efficiency. Directly supervises three voucher examiners. 30%

Provides advice to the Deputy Controller and Supervisory Accountant regarding the control, monitoring, and status of all payment requests to ensure the correctness, legality, and timeliness of a large quantity of complex project and administrative vouchers. Serves as the primary support to the Deputy Controller and Controller for recommending certification and approval on all vouchers. 10%

The incumbent plans and organizes the workload, makes special assignments, and ensures that work is accomplished in a timely manner. Provide training, guidance and direction to subordinate staff. Performs annual evaluations and recommends promotions, awards and/or disciplinary actions. 10%

Independently initiates communication with contractors, vendors, employees, and other payees, both orally and in writing, to provide guidance, to interpret voucher auditing requirements, and to request additional information regarding proposed payments and technical procedures. Hold discussions to determine mutual interpretation of terms and conditions, and to resolve problems. Responds to and gathers/assembles data call requests from Washington as well as payment documentations for GMRA audit purposes. Liaises with ICASS Cashier and State VE Supervisor regarding USAID sub-cashier payments and USAID collections. Provides payment/voucher orientation and guidance to new USAID employees, set-up the 401K enrollment and IRS forms if necessary. Coordinates any payroll and Time and attendance issues with the payroll service provider/s and make sure of the prompt resolution so as not to delay employee's salary payment. Levels of contact range from

accounting staff to high level management representatives, suppliers, vendors, employees, contractors, grantees, stakeholders, Washington contacts and others. Works with USAID/Afghanistan project officers and Office Directors in interpreting payment requirements and in resolving or providing advice on problems with respect to payment requests, including advances and advance liquidations. 30%

Keeps project officers, activity managers, and the Executive Office informed about possible delays in processing vouchers. Ensures adherence to guidelines and procedures for collection or liquidation of allowances. Monitors advances and aged receivables and initiates inquiries and recommends resolution for outstanding items. 15%

Performs other duties required in order to maintain official operations of the office and any other functions as deemed necessary by the Supervisory Accountant or Deputy Controller or Controller. 5%

C. EVALUATION CRITERIA/SELECTION CRITERIA:

1. **Education: (10 Points)** College level or technical study in accounting or auditing is required or its equivalent (i.e., at least three years) in type, level of responsibility, scope and thoroughness of difficult and responsible public or private accounting practice. A college degree in Business Administration or similar field is desirable but depending on individual qualifications and other educational accomplishments, not mandatory.
2. **Work Experience: (20 Points)** Requires three to four years of progressively responsible experience in voucher examining, 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 vouchers.
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 10 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:

V

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

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- 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 (fm1328) 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:

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- 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

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