



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: February 14, 2013

CLOSING DATE: February 28, 2013

SUBJECT: Solicitation No. SOL-306-13-000029/OFM for U.S/Third Country National Personnel Service Contractor (US/TCNPSC) **Deputy Chief 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](mailto:PRobinson@state.gov) or Sameer Lodeen 1-301-490-1042 x 4344, e-mail at [slodeen@usaid.gov](mailto: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-306-13-000029/OFM

SOLICITATION NUMBER	SOL-306-13-000029-OFM
ISSUING DATE	February 14, 2013
CLOSING DATE	February 28, 2013
POSITION TITLE	DEPUTY CHIEF ACCOUNTANT
NUMBER OF POSITION(S)	ONE
MARKETING VALUE	GS-12 (\$60,274 - \$78,355) <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	DIRECTLY AND INDIRECTLY SUPERVISES 14 FSNs
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: DEPUTY CHIEF ACCOUNTANT**

**A. Basic Function of the Position:**

The position is located in the Office of Financial Management (OFM) and serves as the Deputy Chief Accountant for the OFM Accounting Section and is directly reporting to the Chief Accountant. The Deputy Chief Accountant performs professional accounting duties of broad scope and unusual complexity specifically in financial planning and in analyzing, coordinating and maintaining the specialized accounting system of USAID Afghanistan's huge program. The key role of the Deputy Chief Accountant is the overall management and oversight of the Mission OFM Accounting operations and the consistent internal control process execution and to secure the integrated and automated financial system. (S)he serves as backup to the Supervisory Accountant and the Supervising Voucher Examiner in their absence and oversees special projects. The incumbent also provides professional financial and technical advice and support to Strategic Objectives Teams (SOTs) in all financial aspects of the implementation of USAID/Afghanistan development assistance programs and operational supports. The Deputy Chief Accountant is directly responsible for the supervision and career development of the five (5) professional Accountants, ensuring that they are receiving adequate coaching and trainings to become professionally proficient in Office of Financial Management operational services.

**B. Major Duties and Responsibilities:**

**I. Accounting Operation Management and Oversight (65%)**

- Serves as the principal financial manager of the OFM Accounting Operation responsible for financial planning, directing, and administering the specialized comprehensive and complex accounting, budgeting and reporting system designed to effectively serve the Mission's financial management requirements. Provides Mission management with the current and reliable financial information for the annual budget justification, ad-hoc historical data call requests, periodic program reviews and for making essential management decisions.
- Develops and establishes financial management systems, practices, and procedures applicable to operating expense and program activity implementation. Plans and directs the maintenance of the comprehensive USAID accounting systems. Coordinates and resolves systemic and technical issues with the Chief Accountant. Participates with the new Phoenix version tests and implementation and coordinates Phoenix Viewer system enhancements with the Phoenix team.
- Participates in financial planning, installation, and maintenance of an adequate internal control system for processing, accounting and reporting the USAID financial transactions and make recommendations as deemed appropriate to improve the financial management systems and controls and assists in the implementation of any recommendation/s as approved by the Controller.

- Manages the preparation of program support and operating expense budgets. Formulates and prepares the operating expense budgets for annual report (AR) and manage-to-budget (MTB) submission and analyzes proposed forward funding and existing obligation pipelines and provides realistic cost factors for the budget estimations. Coordinates the budget detailed requirements and calculations with respective Mission team before the annual report (AR)/manage-to-budget (MTB) submission to the budget system or BFEM.
- Oversees and coordinates the activities of the Accounting Section with respective strategic objectives and support teams. Evaluates the Accounting Section administrative and operating procedures, assures effective management and funds controls are applied in all Missions funded transaction documents. Assures all commitments, obligations, sub-obligations, and sub-commitments are properly approved by the approving and funding officials.
- Conducts periodic Section 1311 reviews to upward adjust the underfunded obligations and revert back the excess funds to the program and OE funding sources and to assure relatively valid and clean financial records and realistic pipeline, which is critical in justifying the Mission Operational Year Budget (OYB).
- Performs disbursement reconciliation of accounts with those of the U.S. Disbursing Offices and US Treasury. Ensures all outstanding reconciling items are promptly resolved and closed. Coordinates the implementation and operations of the US Treasury Government Wide Accounting (GWA) system, Intra-government Payment and Collection (IPAC), and Federal Tax or EFTP system and other financial management systems crucial to the Agency's SF224/1221 (payments and collections) monthly reconciliation.
- Performs quarterly accrual calculations for program support and operating expense obligations and sub-obligations. Ensures processing, reconciliation and submission of OE and program support accruals in Phoenix in a timely manner.
- Directs the maintenance, monitoring and tracking of the advances and the Mission accounts receivables and ensures that all collectibles are returned to the Federal Government and properly fed into advance and account receivable sub-systems in Phoenix. Ensures that appropriate actions on accounts receivable due for transfer to M/CFO/WFS for cross-servicing are processed properly in Phoenix and with complete supporting documentations.
- Works with the Budget Analyst and Executive Office on ICASS related issues. Performs detailed analysis and validation of Embassy-issued ICASS workload counts and ensures all USAID agencies like RIG, IDA, OTI, ESF and DA, etc. are properly and separately accounted in the State's ICASS system. Performs thorough reviews of State issued ICASS invoices

to assure conformance with the Mission's approved workforce and workload distribution factors.

- Ensures efficient management of the entire accounting operations. Assists the six subordinates in performing their functions and in accomplishing workloads efficiently. Motivates self-sustained empowerment of subordinates and allows execution of maximum latitude of self-directed work management skills and styles. Provides hands-on training to the Accountants in all facets of broad financial management systems. Reinforces competence and ensures progressive career developments by supporting their Individual Development Plans (IDP).

2. Overall Financial and Reporting Internal Control Management (35%)

- Develops and enhances the Mission's internal control system for financial planning, organizing, directing, controlling, and reporting to achieve effectiveness and efficiency of operations, reliability of financial reporting and compliance with the Agency laws and regulations. Consistently implements the Agency policies, procedures and internal control process. Conducts constant review and evaluation of the internal control steps and procedures and as necessary, take corrective action/s to address shortcomings. Non-compliance may jeopardize the Agency's clean audit opinion and may preclude from "getting to green" on the PMA scorecard and may result to OMB requiring an internal control audit opinion thru an annual GMRA audit.
- Develops and implements the Mission's annual Federal Manager's Financial Integrity Act (FMFIA) internal control techniques, reviews the management controls relevant to OFM accounting operations and ensures compliance with assessment and reporting requirements. Ensures accounting control techniques are current and consistently complied with at the implementation stage. Complies with the GMRA audit requirements and works on the closure of audit recommendation/s if any. Participates in the financial system reviews and assessments of the Mission contractors, grantees and GIROA implementing units.
- Provides technical guidance to the Strategic Objective teams on the development of improved financial management systems and procedures at the program implementation units, with views towards better control and monitoring over program activities. Assists the Strategic Objectives (SO) teams with the financial reports required for Mission Project Implementation Reviews (PIR). Oversees preparation and analysis of quarterly pipeline reports and recommends revisions to the reports to better explain the pipeline status and issues with the SO teams. Develops program and financial reporting controls specific to the program activity financial reporting of the grantees and contractors to monitor and determine that the awarded funds are spent in accordance with the agreements. Analyzes and implements the internal control standards and procedures as part of management strategy and ensures participation in the new financial reporting control process, as required.

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- Develops budget and financial controls; verifies accuracy of financial data; responds to all budget and accounting inquiries and resolves financial problems. Controls mission financial and accounting documentations and records. Forecasts obligation requirements and initiates request/s for additional OE funds to avoid delays in funding clearances. Tracks and monitors the Mission program support and OE OYB and leads liaising with support offices and SO Team on the effective management of the OYB utilization. Handles all internal queries and from Washington on OE OYB data call related issues.
- Maintains quarterly web-based reporting tool and the tracking and management of all Mission assets, supplies, accrued liabilities and prepayments to enable Washington to issue relatively accurate consolidated financial statements. Assures that financial and reporting system conforms with USAID's financial and program reporting policy and with the requirements and limitations of U.S. government and cooperating country laws and regulations, are fully considered and set forth in the contract and grant agreements.
- Responsible for the management, tracking and spending of representational funds (protocol and non-protocol expenses) and ensures that those funds are properly cleared, approved and accounted for according to applicable guidelines and regulations.
- Performs other OFM related duties as may be required and assigned.

**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)** From 5 to 8 years of progressively responsible experience in budgeting, accounting, or financial management is required, of which at least 4 years should be in the accounting and payment areas. From 3 to 4 years of extensive experience in supervising and directing staffs with diverse experiences and professional background. Selection preference will be given to those who have extensive experience with USAID and/or with other U.S. Government agencies financial management system.
- 3. Skills and Abilities: (20 Points)** Must have the ability to logically apply the above knowledge in a highly analytical manner. Must possess good communication skills and be able to express her/himself both orally and in writing using tact and persuasion when required. Must have ability to implement new software relevant to OFM operations and must possess the skill and ability to train and motivate subordinates and coordinate their various activities. Must be able to train Host Country and TCN personnel in relevant financial management tasks.

4. **Knowledge: (25 Points)** The Incumbent should have a thorough grasp of professional level accounting principles, practices and theories as well as the principles and accepted procedures of the U.S. Government accounting, budgeting, and reporting systems. 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 is desired.
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 12 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

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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/](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](mailto: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 (fm1329) 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.

**Point of Contact:**

Sameer Lodeen  
Human Resources Specialist  
Email: [slodeen@usaid.gov](mailto: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