



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: February 21, 2011
CLOSING DATE: March 20, 2011

SUBJECT: Solicitation No. 306-11-17/OEG for U.S Personnel Service
Contractor (USPSC) **Financial Sector/Banking Advisor**

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 PSC services as described in the attached solicitation. For further information please visit <http://afghanistan.usaid.gov>

Submission shall be in accordance with the attached information and applications should be submitted electronically to AfUSAIDJobs@state.gov (attention to Sameer Lodeen, Human Resources Specialist, Kabul/Afghanistan). This solicitation will remain open until March 20, 2011, 16:30hrs local time.

Any questions on this solicitation may be directed to Sameer Lodeen, Human Resources Specialist, Phone (in Afghanistan) (202) 216-6288, Ext.4344 or e-mail at slodeen@usaid.gov or Linda Gregory, Contracting Officer, Phone (in Afghanistan) (202) 216-6288, Ext. 4837 or e-mail at lgregory@usaid.gov

Sincerely,

Linda Gregory
Contracting Officer
USAID/Afghanistan

Tel: (202) 216-6288
Fax: (202) 216-6288 ext. 4162
http://www.usaid.gov/locations/asia_near_east/afghanistan

SOLICITATION NO. 306-11-17/OEG

- | | |
|---|---|
| 1. SOLICITATION NUMBER: | 306-11-17/OEG |
| 2. ISSUING DATE: | February 21, 2011 |
| 3. CLOSING DATE: | March 20, 2011 |
| 4. POSITION TITLE: | Financial Sector/Banking Advisor |
| 5. Number of Positions: | One |
| 6. MARKETING VALUE: | GS-15 (\$99,628 - 129,517) |
| 7. ORGANIZATIONAL LOCATION OF POSITION: | USAID Kabul/Afghanistan |
| 8. DIRECT SUPERVISOR: | USAID/Afghanistan, Office of
Economic Growth Office Director |
| 9. SUPERVISORY CONTROL: | Will supervise at least one
Foreign Service National (FSN). |
| 10. PERIOD OF PERFORMANCE: | Thirteen months (13 months)
with an option for renewal |
| 11. SECURITY ACCESS: | Secret Security Level |
| 12. AREA OF CONSIDERATION: | U.S. CITIZENS ONLY |

POSITION DESCRIPTION: USAID FINANCIAL SECTOR/BANKING ADVISOR

A. Background

The Office of Economic Growth manages bi-lateral programs in the areas of public financial management, trade, business development, public financial management, financial sector development, financial sector strengthening and other activities. These programs are implemented through an average annual average budget (last three years) of approximately \$175 million.

The Financial Sector/Banking Advisor acts as a subject matter expert primarily in the areas of financial sector strengthening, including banking policy and supervision, strengthening of the private financial sector, information and communication technology solutions for the financial sector, financial literacy and program implementation specialist for USAID/Afghanistan's Office of Economic Growth and the Mission in general. S/He will be well-versed in the political and economic complexities of Afghanistan and have a high degree of understanding vis-à-vis the development issues affecting Afghanistan and the Central Asia region as a whole. The Financial Sector/Banking Advisor will provide high quality and timely analysis, both written and oral, when requested as well as situational evaluation and assessment input to foreign policy dialogue and program strategy development. The position of Financial Sector Advisor is supervised by the USAID/Afghanistan Financial Sector Division Chief, a US Direct Hire employee. The Financial Sector/Banking Advisor will supervise at least one Foreign Service National staff. S/he may serve as the USAID contracting officer's technical representative (COTR/AOTR) for several contracts and or grant awards to international and indigenous non-governmental organizations (NGOs) and contractors.

Specifically, the Financial Sector/Banking Advisor will be responsible for:

- (1) managing the Office of Economic Growth's financial sector strengthening programs in Afghanistan in collaboration with other USAID programs;
- (2) devising appropriate strategies and plans for supporting the development of the Afghanistan economic growth portfolio;
- (3) designing, implementing, and managing cost effective programs that produce meaningful results in technical areas;
- (4) providing proper coordination and integration of the portfolio into all USAID/Afghanistan programs and the activities of other U.S. government agencies, international organizations, and bilateral donors;
- (5) providing policy advice and analyses to USAID/Afghanistan and the Embassy as appropriate and serving on and providing input to various USG inter-agency groups;
- (6) preparing program reporting documents such as semi-annual portfolio reviews, the performance plan and report and the operational plan, and performance monitoring documents pertaining to management units under his/her management;
- (7) representing USAID/Afghanistan's Office of Economic Growth to host country governments and international bodies such as the World Bank, IMF, and all bi-lateral donors and donor/Government of Afghanistan working groups.

(8)

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understanding and applying U.S. Foreign Policy objectives in the design and management of foreign assistance programs.

In addition, the Financial Sector/Banking Advisor must be a self-starter, able to work independently and as part of a dynamic team, as well as exercise independent judgment in areas such as program/project management. The Financial Sector Advisor has broad decision making latitude, though will consult regularly with the Economic Growth Team Leader and other OEG Team members. The initial contract will last thirteen months and will have an option to renew based on mutual agreement.

B. Duties and Responsibilities

1. Program Management and Strategic Objective Achievement Responsibility

- The Financial Sector/Banking Advisor will be an internationally known expert in the financial sector strengthening field. The Advisor will resolve disputes that arise when leading experts disagree. He/she will perform work of national significance and will deal with problems that are rapidly evolving and have an impact on counterpart ministries and the economy in general. He / she will be responsible for leading reforms of policy and legislative modifications in key financial sector-related areas. He/she will directly and indirectly guide implementing partners and counterpart staff in ministries.
- As the primary subject matter expert in financial sector strengthening for the Afghanistan USAID Mission, the Financial Sector Advisor will have mastery of a very broad field of expertise. He / she will provide leadership and have discretion to exercise judgment in the planning, development, and management of activities across portfolios in these areas including: development of policy recommendations; determination of work priorities; making decisions on activity implementation matters; identifying and resolving program issues; assuring that all activities are carried out in a technically-sound and cost-effective manner; and assuring activities are carried out in accordance with all applicable USAID requirements.
- The Financial Sector Strengthening issues in Afghanistan are diverse and complex, requiring careful analysis and decision making. He / she will demonstrate leadership in carrying out economic policy and regulatory reform work of outstanding complexity, and will exercise a wide latitude of independent judgment. He/ she will typically serve as highest level decision maker in the Financial Sector Strengthening technical areas.
- The Financial Sector/Banking Advisor will design, report on, and oversee the implementation of activities responsive to country needs in building

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economic infrastructure such as: capacity building of key Government of Afghanistan institutions in the areas of procurement, financial management, planning, staff training, anti-corruption measures, monitoring, promotion and other management areas.

- Given the current financial sector situation in Afghanistan, the Advisor will function as the primary research and design manager on these and related issues as they become of interest to the portfolio and to the USAID Mission, operational planning and strategy. Therefore, a background in these areas is highly preferred.
- The Financial Sector/Banking Advisor will be required to provide technical and policy advice to USAID, Department of State, other USG agencies, donor Agencies, implementing partners, recipients, contractors, customers, and other stakeholders. He/she will also advise the senior management team members of USAID/Afghanistan, including the Mission Director on issues of Financial Sector Strengthening program development and best development practices.
- Provide subject matter expertise on issues relevant to the portfolio. The Financial Sector Advisor should also have an understanding of the other key elements of financial sector strengthening. As the subject matter specialist, he/she may prepare written policy papers, and provide oral testimony as needed.
- The Advisor will maintain very high level of contacts. He/she will dialogue at the Ministerial and Deputy Minister level and will liaise with high level officials of international organizations. He / she will maintain a diplomatic and productive dialogue with host country officials in Afghanistan in accordance with current activities. Develop a strong working relationship with implementing partners and key stakeholders including government officials and civil society actors to gain knowledge of the country, identify needs in Financial Sector Strengthening opportunities for future programming. Develop and maintain effective dialogue with USAID program implementers. Lead coordination in program design, information sharing, and activity implementation among stakeholders. The Financial Sector Advisor may contribute to formulating the content of USAID's assistance in Afghanistan.
- Act as a COTR for assigned contracts and grants. The Financial Sector Advisor will take full management program responsibility for financial sector strengthening programs which will be assigned to his/her portfolio in accordance with the USG procurement regulations. The COTR functions include the day-to-day responsibility for monitoring the implementation of activities, procurement planning, monitoring pipelines, processing obligation actions, and responding to requests for approvals or modifications to specific activities. It also may include

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writing technical justifications for new activities and for changes to on-going programs, objectives, activities or indicators.

- Design development programs to meet Mission strategic objectives. This includes preparing statements of work or program descriptions, requests for proposals/applications, Acquisition and Assistance requests, decision memos, Congressional Notifications, inter-agency agreement letters, etc.
- Participate actively in the USG procurement process, including program advocacy, design, communication with USAID and USG stakeholders, to gather consensus and develop alliances in effective foreign assistance programming.
- Fully understand U.S. foreign policy in Afghanistan and the region. Provide briefings to U.S. and foreign officials and other donors on USAID programming in subject areas.
- The Financial Sector Advisor will also participate in, coordinate, and manage evaluations and assessments that are conducted in conjunction with other USG agencies, international organizations, or other donors.
- Perform Monitoring & Evaluation function: The Financial Sector Advisor will be responsible for performance monitoring, and regular evaluations of USAID-managed activities. This includes:
 - review of quarterly and annual program and financial reports from program partners;
 - review the reports paying particular attention to the data pertaining to:
 - activity performance indicators as identified within the Performance Management Plan (PMP) and Operational Plan;
 - program objectives achievement, methodology and lessons learned paying particular attention to inputs, output and expected outcomes including economic, social, cultural, and technical factors;
 - financial indicators (e.g., expenditures, burn rate/pipeline analysis and congruity of expenditures against activities; and
 - the need for incremental funding.
- The Financial Sector Advisor will work closely with the USAID Afghanistan Office of Financial Management to review and assess monthly accruals and disbursements, and track funding pipelines to ensure compliance with the ADS guidelines.

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- Assess impact and propose new directions for financial sector strengthening and activities. The Financial Sector Advisor should ensure that activities are carried out in accordance with all applicable Mission and Agency directives and requirements.
- Undertake travel throughout Afghanistan to coordinate and monitor field operations, identify program implementation constraints, and assess and facilitate progress towards planned results. Prepare required documents including trip reports, briefing papers, reporting cables, and results reports.
- Write and review procurement documents including, but not limited to: MAARDS, requests for proposals, requests for assistance, and annual program statements.
- Serve, as needed, as a member of technical panels reviewing bids or proposals for the provision of technical assistance, commodities, or the award of contracts/grants.

2. Strategy Development

- Provide analysis, advice, and recommendations regarding the formulation of Mission strategy to the Director of the Office of Economic Growth and Mission management on issues related to the portfolio.

Develop Operational Plan: Consistent with implementing the U.S. Foreign Assistance Reforms, the Financial Sector Advisor will be responsible for data collection and synthesis for select sections of the USAID/Afghanistan's Annual Operational Plan and Performance Report, Mission Strategic Plan, and Country Assistance Strategy, and satisfying other program management requirements as described in USAID's Automated Directive System (ADS) 200 Series.

To fulfill these tasks, the Financial Sector Advisor's duties/responsibilities will include but are not limited to:

- tracking the collection of performance data that originate from various sources such as USAID/Afghanistan cooperating agencies, local partners, and other international organizations;
- preparing inventories of current indicators, information collected, and information still needed;
- devising more efficient methods for collecting information;
- verifying data reliability and accuracy;
- determining that the information gathered responds to the indicators of the annual report and related performance monitoring plans; and

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- Utilizing as appropriate, partner reports to contribute quantitative and qualitative input into the USAID/Afghanistan annual reporting requirement.

➤ Participate as required in the development of Mission strategies, evaluations, resource requests, and other strategic planning and reporting documentation.

3. Other Tasks

➤ Ensure effective responses to Program Office requests for participation or information, such as participation in strategic planning exercises, or information for newsletters, other USG agencies, USAID/Washington, the U.S. Congress, etc.

➤ Gather the latest information about developments pertaining to the Financial Sector Advisor's portfolio and report such information as required to Mission management and staff.

➤ Perform other tasks as requested by the Office of Economic Growth director or senior Mission managers which are consistent with the Advisory, managerial, and reporting requirements of the Financial Sector Advisor's position.

➤ Accompany, brief and guide visiting Congressional Delegations, Staff Delegations, and other mid-to-high level delegations from the United States and other countries as necessary.

➤ Maintain contact and dialogue with donor organizations, as well as, non governmental organization (NGOs).

➤ Organize donor coordination events in support of program activities.

C. EVALUATION/SELECTION CRITERIA:

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

1. Education: (15 Points) A master's degree in finance, economics, or other closely related field is required. Doctorate is preferred.

2. Development Experience: (40 Points)

a. At least 10 years of technical experience in:



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financial sector strengthening in developing countries, such as activities involving 1) financial sector reform; 2) banking supervision and policy; 3) strengthening of the private financial sector; 4) financial sector information systems development; 5) financial sector outreach and financial literacy; and 6) donor coordination and donor/host country dialogue.

b. Substantial experience in Financial Sector Strengthening related capacity building programs.

c. Current professional knowledge of development assistance issues and development approaches. Knowledge of relevant evaluations, assessments and analyses. Demonstrated technical skills related to the design, management and evaluation of development projects in general.

d. A sound understanding of political, economic and development realities of Central and South Asia, especially Afghanistan.

3. Management Experience (30 points):

a. Extensive management experience successfully supervising an office is preferred.

b. At least 10 years of demonstrated skills in managing donor-funded financial sector strengthening programs in developing countries. Financial Sector Strengthening program management experience in Central and South Asian and post-conflict countries preferred.

c. Extensive field experience, particularly in post conflict environments and developing/transition country environments.

d. Professional level management experience in office administration and management, budget management, project financial management, project monitoring and staff development is also required.

4. Communications (15 points):

a. A strong ability to work as a member of teams and to foster teamwork is required as is the ability to develop and maintain productive working relationships at all levels, including with staff and colleagues, the US Ambassador and members of the US country team, ministerial-level officials in the Government of

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Afghanistan, the heads of other donor agencies, and leaders of the NGO and corporate community.

b. Ability to lead policy and program negotiations and dialogue with host country officials.

c. Excellent English language communications skills (native speaker level), both written and oral, including public speaking skills (as the incumbent may be called upon to deliver presentations before large and varied audiences) are essential. Demonstrated ability to communicate effectively through oral presentations and briefings, written reporting and analysis, and information technology tools.

Maximum Points Available: 100.

D. Terms of Performance

The term of the contract will be for thirteen months with the option for an extension based upon performance and need. Selection of the preferred candidate and contract award will be made as soon as possible, subject to an interviews and medical and security clearances. Within 4 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 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 15. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history.

In addition, the Mission has 35% Post Differential allowance and 35% Danger Pay. FICA and federal income tax will be withheld by USAID for U.S. PSCs only. During this one year period you will be entitled to two Rest and Recuperation trips (R&R) and three Regional Rest Breaks. While you will have to use your Annual Leave or Compensatory off for R&R, you will be entitled to 5 days Administrative Leave plus two days of travel time for each Regional Rest Break. There are 2 destinations for Regional Rest Break - they are: Dubai or New Delhi.

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. PRT sites are in remote areas of Afghanistan in rugged terrain that requires good physical condition to conduct site assessments.

Afghanistan is a non-dependent post.

E. General information regarding living and working conditions in Afghanistan

The Financial Sector Advisor officer will live at the U.S Embassy Compound in Kabul. 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 a non-dependent post.

F. Medical and Security Clearance

The selected applicant must be able to obtain a USG Secret Level security clearance and 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.]

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).

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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

- 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 01-05 Clarification of the Rest and Recuperation (R&R) policy regarding Third Country Nationals (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 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/procurement_bus_opp/procurement/cib/subject.html#psc

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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 title and solicitation number in the subject line of your e-mail as (eg1117) or your application may not be considered.

Applicants may submit an application against this solicitation at any time but prior to March 20, 2011 16:30 local time unless revised. The highest ranking applications may be selected for and interview. Please note that only short listed candidates will be notified.

J. LIST OF REQUIRED FORMS FOR PSCs:

For initial consideration:

1. Cover Letter
2. Curriculum Vita
3. OF-612

Qualified individuals are required to submit a U.S government OF-612 which is available at the following websites:

- 1: <http://www.usajobs.opm.gov/forms.asp>
- 2: Federal Offices
- 3: or at USAID/Afghanistan web site at <http://afghanistan.usaid.gov>

Applications without completed OF-612 form will not be considered. Interested applicants must submit:

1. his/her most current curriculum vitae (CV) or resume;
2. signed OF-612;
3. three (3) to five (5) references, who are not family members or relatives, with working telephone and email contacts,
 - a. The applicant's references must be able to provide substantive information about his/her past performance and abilities.

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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.

K. Other Information related to PSCs:

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts. Those documents can be found at:

http://www.usaid.gov/procurement/bus_opp/procurement/cib/subject.html#psc

Additionally, AIDAR Appendixes D or J also applies to PSCs, which can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

Point of Contact

Sameer Lodeen, Human Resources Specialist, Phone (in Afghanistan) - (202) 216-6288 Ext. 4344; Fax (202) 216-6288 (Ext. 105) Email: slodeen@usaid.gov or Linda Gregory, Supervisory Executive Officer, Phone (in Afghanistan) (202) 216-6288, Ext. 4837 or e-mail at lgregory@usaid.gov.

Place of Performance

USAID/Afghanistan
U.S. Embassy
Great Masoud Road
Kabul, Afghanistan

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