



USAID | INDIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: USAID/17-03

ISSUANCE DATE: June 21, 2017

CLOSING DATE/TIME: July 12, 2017 Indian Standard Time (IST)

SUBJECT: Solicitation for Foreign Service National/Cooperating Country Personal Service Contractor (FSN/CCN PSC)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with the attached Solicitation No. USAID/17-03. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached solicitation.

Sincerely,

Robert Trimble
Contracting Officer



USAID/India is accepting applications for the following Foreign Service National (FSN) Personal Services Contract (PSC) position, to be filled subject to funds availability.

- Solicitation No.** : **USAID/17- 03**
- Position Title** : Voucher Examiner
- Opening Date** : June 21, 2017
- Closing Date** : July 12, 2017
- Number of Positions** : One (1)
- Office** : Regional Financial Management Office (RFMO)
- Grade** : FSN-8
- Place of Performance:** The position is based at New Delhi.
- Working Hours** : 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.

STATEMENT OF DUTIES:

The incumbent serves as a Voucher Examiner in the USAID/India Regional Financial Management Office, under the supervision of the Accounts Payable Supervisor. S/he is responsible for reviewing and examining a full-range of vouchers and other requests for payment involving USAID program-funded purchase of goods and services in support of contracts, Cooperative Agreements, and grants. The incumbent corresponds with the vendors and payees for clarifications, supporting documentation, and provides guidance regarding implementation and application of Federal payment requirements such as the Prompt Payment Act.

In addition, the incumbent shall draft rejection letters advising payees of improper invoices, log-in vouchers, maintain checklist and take control of checks received; coordinate with Bank of America and respective traveler/vendor on a regular basis and sending the processed copy of scanned vouchers to FSN traveler, contractors, grantees and vendors.

Broadly, the incumbent's responsibilities include:

1. Voucher Processing

The incumbent is required to process/audit vouchers related to USAID/India & Sri Lanka domestic travel claims, purchase orders, transportation vouchers and other payments, ensuring US Government regulations are met (on average vouchers annually). S/he notifies travelers of the processing status of their travel voucher. When processing travel vouchers, the incumbent shall review the advanced status of respective

traveler to ensure that any outstanding advances are settled. The review and analysis assures that vouchers and claims are proper, and contain the appropriate authorizations and certification; that they are supported by valid documentary evidence showing that payment and disbursement are authorized; that requests for payment are in accordance with contractual payment provisions and/or other written agreements; and, that disbursements applicable to the claim comply with US and host-country law and regulation. S/he processes project advances in accordance with USAID Cash Management policies, and ensure that the grantees receive advances within the projected timeline, so as not to paralyze activity implementation, and process and schedule payments thru the automated Accounts Payable system.

2. FSN Payroll Administration

The incumbent may serve as the primary contact for FSN payroll. S/he will verify that Statement of Earning and Leave are accurate and corresponds with Financial Service Centre/Bangkok for correction of discrepancies, if any; maintain FSN/PSC payroll files, consolidating Payroll Expenditure data (received from Bangkok) for each FSN employee, for India and Sri Lanka. S/he records all additional payments (e.g., medical reimbursements and awards) and deductions (e.g., bills for personal phone calls), and may provide liaison with the local bank.

3. Grantee/Vendor Communication

The incumbent drafts rejection letters advising payees of improper invoices, log-in vouchers, maintain checklist and take control of checks received-coordinating with Bank of America and respective traveler/vendor on a regular basis and send the processed copy of scanned vouchers to FSN traveler, contractors, grantees and vendors. S/he sends checks to Vendors by courier/by hand and drafts letters and e-mails as assigned by supervisor.

AREA OF CONSIDERATION:

The position is open to Foreign Service Nationals (also called Cooperating Country Nationals), which means an individual who is a cooperating country (India) citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

POINT OF CONTACT:

Ms. Vandana Sharma, Human Resources Specialist.

MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:

Education:

Bachelor's degree in Accounting, Finance, Business Administration or its equivalent is required.

Experience:

Minimum three years of progressively responsible experience in voucher processing or related book-keeping is required.

Language:

Level IV fluency in English and Hindi (speaking, reading and writing) is required.

Knowledge:

The incumbent must have a comprehensive knowledge of procedures relating to accounting and financial operations; full range of skills and abilities in computing both procedural and technical voucher examination work; understanding of Microsoft Excel, Word, and Power Point, knowledge of internet usage; and good calculator and typing speed.

Skills and Abilities:

The incumbent must possess ability to analyze data to properly perform assigned voucher examination tasks, to detect interrelations among various fiscal functions, etc., to determine correct actions required by the nature of the documentation provided, to reconcile conflicting information, and to prepare reports that clearly articulate the results of voucher reviews; skills to determine the need for various types of entries and relating the purpose and objective of funds to their costs and fiscal requirements; ability to develop and maintain active contacts with USAID staff; and present facts and recommendations in a clear, concise manner both orally and in writing; good computer skills, and the ability to quickly gain knowledge of USAID's financial management system software (Phoenix).

EVALUATION AND SELECTION FACTORS:

Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

- a) Education and knowledge of the basic procedures relating to accounting and financial operations. (15 points)
- b) Relevance of experience and demonstrated range of skills and abilities in computing both procedural and technical voucher examination work. (25 points)
- c) Depth and relevance of knowledge with commercial or U.S. Government voucher examination processes and application of related accounting policies and procedures and communication skills. (30 points)
- d) Interpersonal skills and ability to manage work flows and work as a team member with diverse colleagues. (30 points)

HOW TO APPLY:

1. Interested applicants must apply on Application for Employment as a Locally Employed Staff or Family Member Form (DS-174) (attached). Please note: Must answer all the questions in DS-174 application form.

You may also click the link below to access the above form:

http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174_0.doc

Applications not submitted in the specified form by the closing date will not be accepted.

2. Submit **electronic copies** of applications to: indiaper@usaid.gov

Or

Print copies of applications to:

Human Resources
United States Agency for International Development
U.S. Embassy
Shantipath, Chanakyapuri
New Delhi – 110 021

3. **Applicants must specify the position title in Box No. 1 and solicitation number in Box No. 3 of the Application Form.** Applications without reference to a specific advertisement number will not be accepted.
4. Please also indicate in Box No. 3 of Application Form (DS-174) as to where you heard about this vacancy announcement. Please choose one of the options:
 - USAID/India website
 - Internal Circulation
 - Other (Please specify)

LIST OF REQUIRED FORMS FOR PSC HIRES:

Once the Contracting Officer (CO) informs the successful candidate about being selected for a contract award, the CO will provide the successful candidate instructions about how to complete and submit the required forms related to mandatory medical and security clearances.

BENEFITS AND ALLOWANCES:

The successful candidate will be explained in detail about the benefits and allowances for FSN/CCN employees as per the Mission Policy.

TAXES:

All Locally Employed Staff (including FSN/CCN) are required to pay income tax to the Government of India.

USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs:

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. USAID Acquisition Regulation (AIDAR), Appendix J, “Direct USAID Contracts with a Cooperating Country National for Personal Services Abroad,” including contract clause “General Provisions,” available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs> .

4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

NOTES:

Probationary Period: FSN employees currently serving their probationary period or with less than one year of USG service are not eligible to apply. Employees who have moved to a new position (anytime after completing their initial probationary period) are required to be in their present position for not less than 120 days before applying for another USG position.

Compensation: The selected individual will be compensated in accordance with the Local Compensation Plan for Foreign Service National employees.

Applicants living outside New Delhi / NCR should note that if selected for the position, no resettlement travel or housing is associated with the position. It would be the candidate’s responsibility to travel to New Delhi in a timely manner for the pre-employment clearances.

Age Requirement: Consistent with local law, customs, and practices, the separation/retirement age for Foreign Service National employees is 60 years.

Equal Employment Opportunity: It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.