



## **JOBS AT THE U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID) IN ETHIOPIA**

Thank you for your interest in employment with the U.S. Agency for International Development (USAID).

### **EQUAL EMPLOYMENT OPPORTUNITY**

USAID is committed to a culture that fosters an open, empowering, and inclusive work environment where employees are more productive and engaged in the work they do to fulfill the Agency's mission. Equal employment opportunity (EEO) and diversity are at the heart of what makes us stronger and more valuable to USAID's mission. To deliver our best, we must draw on the skills and contributions of our entire workforce.

Our Agency's culture of inclusion is built on mutual respect and provides an environment where employees are valued and can contribute to their fullest potential. It is also USAID's policy to provide equal employment opportunities and prohibit discrimination and harassment, including sexual harassment.

The Agency's EEO policy statement clearly represents our Agency's position of zero tolerance for discrimination and harassment of any form, including sexual harassment. Inclusion is one of USAID's core values. Promoting diversity and inclusion is a joint endeavor.

### **CAREERS**

Our Mission: On behalf of the American people, we promote and demonstrate democratic values abroad, and advance a free, peaceful, and prosperous world. In support of America's foreign policy, the U.S. Agency for International Development leads the U.S. Government's international development and disaster assistance through partnerships and investments that save lives, reduce poverty, strengthen democratic governance, and help people emerge from humanitarian crises and progress beyond assistance.

### **PERSONAL SERVICE CONTRACT TYPES OF JOBS AT USAID**

In USAID, a personal services contractor, or PSC, is an individual who enters into a contract that generally establishes an employee relationship with the Agency. The individual appears, in many respects, to be a Government employee; however, USAID's PSCs are legally not USG employees for the purpose of any law administered by the Office of Personnel Management.

Regulations, policies, and procedures governing the solicitation, award, and administration of all types of PSCs are found in the [FAR](#) and [AIDAR](#), including [AIDAR Appendix D](#) and [Appendix J](#). Additional Agency policies applicable to all personal services contractors are contained in [AAPDs](#) and in this and other ADS chapters.



In line with this policy the following hiring mechanisms are currently in use:

- Solicitation open for Cooperating Country National Personal Service Contractor (CCNPSC): this is a solicitation or hiring mechanism open for an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- Solicitation open for Resident Hire U.S. Personal Service Contractor (L-USPSC): this a solicitation or hiring mechanism open for Resident Hire U.S. Personal Services Contractor who are a U.S. citizen or resident alien who, at the time of hire as a PSC, resides in the cooperating country -- (i) for reasons other than employment that provides for repatriation to the U. S., including --(A) with a U.S. government agency; (B) under any U.S. government-financed contract or agreement; or (C) under any other contract or employment arrangement. (ii) as a spouse or dependent of a U.S. citizen with employment that provides for repatriation to the U.S., including -- (A) with a U.S. Government agency; (B) under any U.S. Government-financed contract or agreement; or (C) under any other contract or employment arrangement. A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted for permanent residence in the United States.
- Solicitation open for Offshore U.S. Personal Service Contractor (O-USPSC): is a solicitation or hiring mechanism open for a U.S. citizen or U.S. Permanent Resident (“green card holder”); this also means a U.S. resident alien who is a non-U.S. citizen lawfully admitted for permanent residence in the United States.
- Solicitation open for Third Country Personal Service Contractor (TCNPSC): this is a solicitation or hiring mechanism open for a Third Country National individual: (1) Who is neither a citizen nor a permanent legal resident of the United States nor of the country to which assigned for duty (Ethiopian), and (2) who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses;

**Note:** Before applying for any solicitation we highly encourage you to see the entire solicitation from top to bottom and read carefully the applications instructions. Most importantly please see the area of consideration first, as our solicitations are targeted to different target groups. This will be clearly stated in the ***‘Area of Consideration’*** part of each solicitation.

## **OVERVIEW OF THE RECRUITMENT AND SELECTION PROCESS**

Our evaluation is aligned to the duties and responsibilities in the solicitation and other criteria outlined in the solicitation (Education, Experience, Knowledge, Skill, Ability, and others). We also clearly state the evaluation criteria and weight assigned for shortlisting applicants and for the subsequent review in each solicitation. The following are the major steps we follow for the recruitment and selection process.

- We **ONLY** receive applications by the job application group e-mail address outlined in the solicitation. When the deadline for a solicitation is over, the Human Resources team reviews and passes applications fulfilling the minimum requirement to the technical evaluation committee composed of the hiring manager and others.



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- The technical evaluation committee composed of the hiring manager reviews the applications received from the human resource team based on the evaluation criteria outlined in the solicitation and establishes the competitive range/cut-off point to determine the top candidates for further assessment (e.g. skills testing and interview).
- When the solicitation is for a Cooperating Country National Personal Service Contractor (CCNPSC), candidates are required to take and pass the required level of English Language test (EPT). The human resources team contacts successful candidates in the English language test for the next assessment – interview and may include also a written test.
- If the solicitation is for other hiring mechanisms (USPSC and TCN) i.e. other than CCN, then the human resources team contacts candidates directly for the interview and/or written exercise. That means English Language test is not required.
- Upon the end of the interview, the technical evaluation committee summarizes the evaluation process, finalizes the reference check, and submits a recommendation of the selected candidate for approval to the Supervisory Executive Officer.
- Review and approval of the recruitment process is the responsibility of the Supervisory Executive Officer.
- Upon the approval of the recruitment and selection process, the human resource team contacts the selected candidate for salary negotiations and a subsequent offer.
- Other clearance formalities are required for all selected candidates entering into USAID PSCs. We will enter into a contractual agreement with a contractor, **ONLY** when the selected candidates is able to secure the required clearances. On these clearance requirements, the human resource team provides the appropriate guidance for the selected candidate.

The above points are a simplified version of the major steps in our recruitment and selection process. Specific requests or questions on our recruitment and selection process can be forwarded to the human resource team via [addishr@usaid.gov](mailto:addishr@usaid.gov).

All appropriate formats for each hiring mechanism can be accessed from our [USAID Ethiopia website](#) or <https://et.usembassy.gov/embassy/jobs/>.

Best Regards,

**The Executive Human Resource Office**

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