



**SOLICITATION NUMBER: USAID/Jordan-EXO-18-004**

**ISSUANCE DATE:** March 08, 2018  
**CLOSING DATE/TIME:** March 22, 2018

**SUBJECT:** Solicitation for a **Cooperating Country/Third Country National Personal Service Contractor (CCN/TCN PSC)**  
*(Local Compensation Plan)*

Dear Prospective Applicants:

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

Applications must be in accordance with **Sections I through VI** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

This solicitation in no way obligates USAID\Jordan to award a Personal Services Contract (PSC) nor does it commit USAID\Jordan to pay any cost incurred in the preparation and submission of the applications.

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

Sincerely,

**Matthew Corbin**  
**Contracting Officer**

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USAID, Unit 70206  
APO AE 09892-0206



## **I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** USAID/Jordan-EXO-18-004
- 2. OPEN TO:** All interested Jordanian Citizens
- 3. ISSUANCE DATE:** March 8, 2018
- 4. CLOSING DATE/TIME:** March 22, 2018 12:00 midnight Amman Time
- 5. POSITION TITLE:** **Acquisition and Assistance Specialist – Career Ladder**  
Acquisition and Assistance Office
- 6. MARKET VALUE (SALARY):** **JOD14,164 – JOD23,381** equivalent to **FSN-09**  
*In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Jordan. Final compensation will be negotiated within the listed market value (Salary).*
- 7. PLACE OF PERFORMANCE:** Amman, Jordan
- 8. SECURITY LEVEL REQUIRED:** Facilities Access / Employment Authorization
- 9. STATEMENT OF DUTIES**

### **1. Basic Function of Position**

USAID/Jordan has an immediate vacancy for Acquisition and Assistance Specialists – Career Ladder in the Mission’s Acquisition and Assistance Office. The work schedule is 40 hours per week and the workweek is Sunday-Thursday. USAID/Jordan will select more than one applicant for this solicitation.

This position is a part of an established career ladder, which provides for the potential to progress to the FSN-10 and, subsequently, to the FSN-11 grade level. There is no potential for the Job Holder to become a permanent FSN-09 in this work assignment. Attainment of higher grade levels is contingent upon the Specialist (Trainee) successfully completing required training, meeting agree-upon objectives and milestones, and performing in a Fully Successful (or equivalent) manner. Promotion to the FSN-10 and to the target FSN-11 grade levels is not mandatory, and failure to achieve those high levels of performance will result in termination of contract.

The Acquisition and Assistance Specialist (Trainee) is located in the Office/Regional Office of Acquisition and Assistance, USAID/Jordan. The function of the Office is to provide Acquisition and Assistance (procurement) support to Mission Technical Offices and Development Objective (DO) and Assistance Objective (AO) Teams in the Mission, and in any Regional Offices that may be supported by the Mission. The primary purpose of this position is to perform a variety of acquisition and assistance duties including writing grants, cooperative agreements, contracts, and other procurement instruments and preparing amendments in support of the Mission. The Specialist (Trainee) reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of scopes of work (SOW); drafts requests for proposal or quote; performs cost and price analysis; analyzes proposals or quotes received; drafts contracts and contract modifications; analyzes contractor-proposed budgets; recommends revisions to various contract

provisions; writes Memoranda of Negotiation; and, prepares other required documentation. The Specialist (Trainee) maintains contract files and records up to date, prepares Contractor Performance Reports (CPRs), and supports award closeouts. The Specialist (Trainee) provides guidance related to administrative award modifications. The Specialist (Trainee) is responsible for carrying out day-to-day activities under the mentorship of more senior Office employees.

## **2. Major Duties and Responsibilities**

The Specialist (Trainee) is responsible for providing basic project acquisition and assistance support to USAID/Jordan Technical Offices, DO and AO Teams, and any designated Regional clients. USAID programs are diverse and multi-sectoral. The Specialist (Trainee) is required to provide basic and limited acquisition assistance to designated Technical Offices, DO, and/or AO Teams, and to support a variety of programs/projects/activities. These programs/projects/activities are implemented through complex Government contracting and grant mechanisms, including but not limited to purchase orders, competitively negotiated technical assistance agreements, contracts, cooperative agreements, Participating Agency Service Agreements (PASA), and sole source contracts, requiring the Specialist (Trainee) to become familiar with the full range of USAID procurement instruments.

The Specialist (Trainee) is assigned work in such a manner as to provide training and the basis for independent selection of appropriate procurement instrument types for the situation at hand, and to accurately apply USG procurement laws, regulations, policies, and procedures governing each type of instrument. The developmental nature of the assignment provides exposure to the acquisition of goods and various types of services. The Specialist (Trainee) will become equally familiar with the procedures for acquisition of goods, and for managing personal service and non-personal service contracting actions.

The Specialist (Trainee) is expected to work with higher-level Specialists/Officers, and with technical specialists/activity managers in DO and AO Teams throughout Mission and/or the Region, assisting in the preparation of annual procurement plans, clear and concise statements of work, and supporting documentation. The Specialist (Trainee) will develop the ability to provide authoritative technical guidance to technical specialists/activity managers pertaining to their procurement-related responsibilities and procedures. Specific developmental duties include:

### **Pre-Award Duties**

The Specialist (Trainee) participates in meetings on procurement planning; collates data, and prepares and updates tracking tools in order to monitor pending procurements; works with clients to assist in the preparation of justifications, waivers, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. Prepares solicitation documents in GLAAS, and the electronically posts Simplified Acquisitions and Personal Services Contracts; and, works with higher-level Specialists/Officers to ensure compliance with FAR and AIDAR advertisement requirements, including publication of synopses and solicitations, as prescribed. The Specialist (Trainee) works with higher-level Specialists/Officers to prepare Requests for Proposal and Requests for Application. The Specialist (Trainee) assists higher-level Specialists/Officers in pre-award activities for competitive solicitations, and with pre-award assessment surveys of potential contractors or recipients, in order to ensure eligibility prior to an award being made.

### **Post-Award Duties**

The Specialist (Trainee) assists higher-level Specialists/Officers in monitoring performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial

reports. The Specialist (Trainee) manages the assigned developmental portfolio, assuring that funding is available when required; and, under the guidance of higher-level Specialists/Officers works with AO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the program/project/activity are met. As assigned, the Specialist (Trainee) conducts site visits and attends meetings. The Specialist (Trainee) provides guidance to technical personnel, and assists in programmatic duties as required avoiding contractual/legal improprieties, seeking guidance from higher-level Specialists/Officers as required. The Specialist (Trainee) assists in researching and resolving issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

The Specialist (Trainee) assists in the conduct of closeouts of contracts, grants, and cooperative agreements after completion. These include ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

*1. Supervisory Relationship*

The Acquisition Specialist (Trainee) works under the general supervision of the Contracting Officer/Regional Contracting Officer and/or his/her designee, or a higher-level Specialist/Officer, who makes assignments in terms of the broad range of developmental procurement actions the Trainee will perform

*2. Supervisory Controls*

This is a non-supervisory Position.

**10. AREA OF CONSIDERATION:**

To meet basic eligibility requirements, the applicant must be a Jordanian Citizen and must submit a complete application as outlined in the section titled APPLYING. The selected applicant is required to undergo and successfully pass a medical and security clearance. This process takes, on average, nine months. The selected applicant will be expected to start work within one month of final receipt of clearances.

**11. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

**12. POINT OF CONTACT:**

Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 06-5906000 extension 6955/ 06-5906000 extension 6605

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- a. Education:** A Bachelor Degree is required. **Supporting documentation (i.e. a copy of Bachelor Degree must be included in the application for eligibility purposes).**
- b. Prior Work Experience:** Minimum of three years of progressively responsible experience in acquisition and assistance, development assistance, or a closely related field is required. Experience working in multi-cultural organizations is also required.
- c. Language Proficiency:** Level IV (fluent) English and Arabic proficiency for both oral and written communication is required. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On

occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. Examination scores have to have been recorded within the last six months; or else, candidate will be tested again.

**d. Skills and Abilities:**

The selected candidate must be able to operate in a highly functioning diversified team, maintain excellent interpersonal skills, must be able to provide excellent customer service in a manner that maintains smooth and effective working relationship with all Mission Staff. Must have demonstrated ability to work well under pressure, multitask, organize, proofread, translate and prioritize and organize multiple competing tasks.

The selected candidate must have demonstrated excellent experience in documents' quality control and written communication skills. S/he must demonstrate a high level of attention to details, accurate data compiling and analysis. Also, demonstrated ability to plan and administer acquisition activities, and provide acquisition assistance and support for Agency programs and projects in a timely manner. The selected candidate must have demonstrated ability to apply contracting regulations, procedures, and policies to individual acquisition and assistance programs, an ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in the Mission host governments throughout the Region.

The selected candidate must have demonstrated ability to maintain strict Confidentiality, and meet all Standards of conduct/ethics standards in accordance with US law throughout all phases of acquisition and assistance procurement processes.

The selected candidate must demonstrate high level of professionalism in attitude and appearance. The incumbent must have demonstrated ability in managing time and competing demands, dealing with frequent changes, delays or unexpected events, prioritizing and juggling tasks to meet critical deadlines, follow instructions and respond to management directions

The selected candidate must have demonstrated strong computer skills in specialized software, including Windows 2003, the Microsoft Office Suite, word processing and spreadsheets.

**III. EVALUATION AND SELECTION FACTORS**

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked applicants who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be given a skills technical test. The skills technical test will be on any of the criteria previously mentioned and top-ranked applicants with passing marks will be invited for an interview. Testing and interviewing will be conducted in Amman, Jordan. USAID\Jordan will conduct reference checks on top-ranked applicants. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Internal employees must have completed 52 weeks of employment in their current position before being eligible to apply. If internal employee's Human Resources Officer approved a waiver, the wavier must be included in the application package for eligibility purposes.

#### IV. SUBMITTING AN APPLICATION (APPLYING)

To ensure consideration of application for the intended position, applicants must prominently reference the Solicitation Number in the application submission. Eligible applicants are required to complete and submit the following as a complete application package:

- a. A current curriculum vitae that includes the National Jordanian ID number
- b. Filled and signed Universal Application for Employment (DS-0174).
- c. Copies of educational certification for eligibility purposes,\*

\*Failure to submit copies of certification will mark your package incomplete and will eliminate your application from the recruitment process even if you were qualified.

Applications must be received by the closing date and time specified in Section I, item 3, and submitted to the [ammanresumesusaid@usaid.gov](mailto:ammanresumesusaid@usaid.gov) Application forms can be accessed from the American Embassy web site: <https://jo.usembassy.gov/jobs/>

#### V. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a Foreign Service Personal Service Contract holder is normally authorized the following salary, benefits and allowances:

- Basic Salary within the advertised market value
- Transportation & Miscellaneous Allowances
- 13<sup>th</sup> & 14<sup>th</sup> Month Bonuses
- Subscription to the Jordanian Social Security
- Subscription to the Mission's Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

#### VI. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

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

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third 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](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>

[The CO must check <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs/CIBs apply and insert the relevant text as required.]

**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/OGES%20Regulations>