



**SOLICITATION NUMBER: USAID/Jordan-EXO-18-001**

**ISSUANCE DATE:** February 20, 2018  
**CLOSING DATE/TIME:** March 06, 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**



**I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** USAID/Jordan-EXO-18-001
- 2. OPEN TO:** All interested Jordanian Citizens
- 3. ISSUANCE DATE:** February 20, 2018
- 4. CLOSING DATE/TIME:** March 6, 2018 12:00 midnight Amman Time
- 5. POSITION TITLE:** Project Management Assistant  
Democracy and Governance Office
- 6. MARKET VALUE (SALARY):** **JOD12,640 – JOD20,856** equivalent to **FSN-08**  
*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 a Project Management Assistant in Democracy and Governance Office. The work schedule is 40 hours per week and the workweek is Sunday-Thursday. USAID/Jordan may select more than one applicant for this solicitation.

This position is located in the Democracy, Human Rights and Governance Office (DRG) under the new Development Objective 3 (DO2): Democratic Accountability Strengthened. The incumbent serves as an activity assistant for the DRG program by collecting, investigating, managing, and distributing information associated with the USAID/Jordan DRG strategy and objectives. The incumbent assists the Office Director of DRG and other Team members in carrying out a full range of monitoring, administrative and information gathering and disseminating activities in support of this Development Objective. These include financial management, technical support duties, preparing project and program documents, and performance of program and project administration.

**2. Major Duties and Responsibilities**

**Project Management Support:**

The incumbent reports to the DRG Deputy Director and support and assists the Contracting Officer's Representative(s) (COR)/Agreement Officer's Representative(s) (AOR) and may serve as Activity Manager or Alternative COR on one or more small DRG Office projects. This includes assisting the COR/AOR in communicating with counterparts on a daily basis, receiving and analyzing periodic performance reports, discussing the projects' implementation milestones, adherence to performance indicators, conducting financial analysis of expenditures for activities, independently drafting and

circulating the documents necessary for funding the activity, and performing all closeout procedures when the project ends.

The incumbent updates and analyzes information regarding DRG projects and shares this information/analysis with the COR/AOR managing these contracts and/or agreements. The incumbent conducts field visits to project sites for which s/he is responsible in cooperation with the COR/AOR, and accompanies and actively participates with the COR/AOR in field visits and meetings to discuss major accomplishments and implementation plans for projects which the incumbent is the alternate COR/AOR. The incumbent will be responsible for compiling field visit reports and ensuring their proper documentation as necessary.

The incumbent will establish communication with the implementing partners, including partners under host country awards, explain USAID regulations, requirements and procedures, collect data for reporting, and track and record all requests for COR/AOR actions. The incumbent is charged with conducting end use checks and inventory inspections as instructed by the COR/AOR. The incumbent is charged with providing a wide range of additional assistance to the DRG CORs/AORs on an alternate basis. This assistance will include support to process waivers and routine requests that support the functioning of DRG Office programs. The incumbent will help the DRG team in the process of compiling program narratives and assist on financial documentation for the annual Operational Plan that informs the US Congress of how the Mission intends to spend the budget allocation for the coming fiscal year. The incumbent will also help compile information and narratives for the annual Portfolio Reviews and Performance Plan Reports which inform the Mission Director and the US Congress as to the accomplishments that have been achieved in the previous fiscal year.

The incumbent will be in charge of working with the CORs/AORs, the communications team and the Office Director of DRG to finalize and update success stories and other communication material drafted by the DRG Office and/or its programs.

### **Budget and Financial Tracking:**

The incumbent manages, updates, and reports on budgets, expenditures, contractors' invoices, tax exemption requests by contractors, and other financial reporting related to engineering and construction projects. S/he coordinates between the Financial Management Office (FMO) and the relative COR/AOR to manage the flow of budget and other financial information at the projects level. The incumbent will work closely with Government of Jordan (GOJ) counterparts and the contractors to obtain and update the required financial reporting and will help the COR/AOR to analyze their projects' financial needs and articulate the financial information into the required mission and Agency documents.

The incumbent will attend quarterly financial reviews and will provide assistance to CORs/AORs in completely quarterly financial analysis as well as updated quarterly procurement plans and any necessary incremental funding actions to be taken. The incumbent creates and manages a database to track financials for all activities under the DRG portfolio. S/he develops, maintains and updates financial tracking sheets for every activity and accordingly reconciles obligation and expenditure figures with the FMO to provide timely and accurate data to other activity managers.

### **Project Development Assistance:**

The incumbent assists on a variety of project-specific documents, such as Project Implementation Letters (PIL), action memoranda, justifications, and source and origin waivers. S/he will draft responses to Mission management requests related to DRG activities as they arise. Maintains and updates a correspondence tracking system to include all PILs, requests from the GOJ, payment applications by the

contractors, and any other key correspondence that supports the management of engineering and infrastructure projects under the DRG portfolio. The incumbent communicates with GOJ counterparts and different contractors regularly in coordination with the CORs/AORs to identify any specific needs or issues in program implementation and take necessary actions. The incumbent performs routine translations for correspondence, program documents and occasional reports. S/he serves as principal interpreter at selected meetings with counterparts, necessitating a command for the technical teams' vocabulary in English and Arabic. The incumbent shares information with the Mission DO teams to promote cross sector synergies where possible.

The contractor (i.e. selected applicant) is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

*1. Supervisory Relationship*

The Project Management Assistant reports directly to the DRG Deputy Office Director.

*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:** Two years of College or University studies. Supporting documentation (i.e. a copy of College Certificate, University Degree or a certified document from university that candidate has completed two years of study must be included in the application for eligibility purposes).
- b. **Prior Work Experience:** Minimum of three years of demonstrated and progressively responsible experience in the field of project management support is 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 Project Management Assistant must have demonstrated excellent oral communication skills and must have demonstrated ability to obtain, analyze, organize, evaluate, and interpret data and draft accurate reports with minimal grammatical errors; and to develop and present briefings.

The Project Management Assistant must have excellent interpersonal skills. Must have demonstrated ability to establish and maintain counterpart contacts in the host government, private sector firms, and Non-Governmental Organizations/Private Voluntary Organizations (NGOs/PVOs), and to advise numerous consultants, contractors, and grantees.

The Project Management Assistant must have demonstrated ability to take initiative, work independently, work under pressure, establish priorities, and exercise sound judgment for recommendations and decisions. Also, s/he must have demonstrated excellent organizational/time management skills to perform work on numerous actions at the same time, keeping them all moving forward with minimal supervision even though each is at a different stage of completion.

The Project Management Assistant must have demonstrated strong computer skills in specialized software, including Windows 2003, the Microsoft Office Suite, word processing and spreadsheets and must have demonstrated excellent knowledge of programs related to project monitoring and databases.

**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 waiver 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 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/OGE%20Regulations>