



SOLICITATION NUMBER: USAID/Jordan-EXO-18-006

ISSUANCE DATE: April 26, 2018
CLOSING DATE/TIME: May 09, 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-18-006
- 2. OPEN TO:** All interested Jordanian Citizens
- 3. ISSUANCE DATE:** April 26, 2018
- 4. CLOSING DATE/TIME:** May 09, 2018 12:00 midnight Amman Time
- 5. POSITION TITLE:** Senior Project Management Specialist – Engineer
Water Resources and Environment Office
- 6. MARKET VALUE (SALARY PER ANNUM):** **JOD29,850 – JOD49,259** equivalent to FSN-12
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 Senior Project Management Specialist - Engineer in Water Resources and Environment (WRE) 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 considered the FSN resident expert on USAID Jordan water program which aims to improve the quality of social sector through more accountable and sustainable management of water and natural resources. The incumbent is a Senior Project Management Specialist Engineer, and takes the lead role in supporting the design, implementation, and other direct management of water/wastewater construction activities. The incumbent reports directly to the WRE Office Director and supervises a team of two project management specialist engineers within the WRE office.

2. Major Duties and Responsibilities

Technical support:

The incumbent leads the technical direction of water/wastewater construction activities with the Government of Jordan and other stakeholders related to the USAID Jordan's WRE portfolio. S/he serves as a Contracting/Agreement Officer's Representative (COR/AOR) on several USAID-funded activities related to water, wastewater and other infrastructure development. The incumbent provides specialist technical advice to the WRE Office and the Mission Senior Management on programming and

appropriate sequencing of interventions; disseminates information on best practices; gathers information to inform technical leadership or to test theories developed by the WRE Office for relevance to USAID programming; provides oversight of contract performance; conducts monitoring and evaluation of WRE Office programs; and plans, facilitates, and participates in workshops and other training.

Program Design and implementation:

The incumbent leads the development and implementation of new projects/activities within the WRE Office. S/he is responsible for managing and implementing the different phases of new projects/activities throughout the USAID program cycle. This includes but is not limited to leading design/preparation and supervision of tasks and/or components as a technical expert and in collaboration with partner agencies and donors. The incumbent's participation is vital in WRE Technical Evaluation Committees to prepare scopes of work, evaluates technical proposals and recommends the award of engineering services, technical assistance and commodity procurement contracts. The incumbent meets with representatives of the Engineer, Contractor, and Government of Jordan (GOJ) counterparts to discuss progress, problems encountered and possible solutions. S/he represents USAID in programmatic discussions with GOJ officials in the design and implementation of water/wastewater, environment and other infrastructure programs. The incumbent develops and maintains close professional contacts at the Ministerial and deputy-Ministerial levels, as well as with other senior-level GOJ counterparts that are affiliated with water/wastewater, environment and infrastructure activities. S/he advises the GOJ counterparts regarding USAID contracting and procurement policies and regulations. The incumbent keeps Mission Leadership and the WRE Office Director informed of current trends and activities as well as government policies, laws, and regulations that may affect USAID-funded projects.

Project management, oversight, and communications:

The incumbent leads the detailed technical inspection and reporting on the progress of WRE-funded water and wastewater activities to ensure we are meeting the objectives of each activity. S/he reviews and comments on feasibility studies, engineering, and construction contract documents, contractors' pre-qualifications and bid submittals. S/he prepares all needed documents and correspondence for GOJ, USAID/Washington, and other involved organizations to inform the water sector of the work implemented by the WRE office. The incumbent writes technical reports and makes recommendations for approval of contractor's award. S/he conducts periodic field inspection trips to monitor contractor's adherence to the terms of the contract, construction progress and quality of work. S/he regularly assures that all USAID-funded contract documents align with USAID rules and regulations for compliance. S/he articulates the economic and social rationale for addressing water challenges in support of sustainable economic growth, and proposes country relevant strategies for overcoming constraints. The incumbent will also review and approve reports submitted by contractors on all assigned projects (technical studies/construction activities), and comments on findings, report completeness, accuracy and recommended actions. S/he monitors resource flows and financial reports, monitors and reviews project invoices and financial reports, follows up as necessary with other offices to ensure requested actions are taken in accordance with program requirements to ensure agreement and the correct use of U.S. government funds. S/he assumes administrative responsibility for ensuring that implementing partners follow USAID procedures, and assumes administrative responsibility for ensuring that the official files of contracts and grants are maintained in the proper order and are retired at the appropriate time. Finally, s/he will oversee two Project Management Specialists to ensure they achieve the goals of the office and guarantee projects are completed on time, within budget, and support program objectives.

1. Supervisory Relationship

The Senior Project Management Specialist reports directly to the Supervisory Natural Resources Officer.

2. Supervisory Controls

This is a Supervisory Position; the Senior Project Management Specialist supervises two Project Management Specialists.

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 6673/ 06-5906000 extension 6605

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. **Education:** B.S. Degree in Civil Engineering is required. **Supporting documentation (i.e. a copy of University Degree must be included in the application for eligibility purposes).**

b. **Prior Work Experience:** Minimum of seven years of progressively responsible and professional experience in managing major Water Engineering projects having a multimillion dollar value

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 incumbent must demonstrate specialized knowledge of Jordan's water situation; international and Jordanian engineering design and construction practices; competitive procurement procedures for commodities and services; and project/program management principles and practices. Should be able to demonstrate strong technical, analytical and conceptual skills to analyze issues, in addition to, recommend and present solutions and/or options.

The incumbent must have excellent project management skills, financial management skills and demonstrated ability to plan, implement and manage highly visible activities. The incumbent must have exceptional communications skills to discuss complex Water Resources Engineering issues to Senior Management and strategic decision makers to assist them in making strategic decision on how to best priorities and utilize USAID Jordan WRE Budget.

S/he must have demonstrated project management skills including strong financial management skills and manage highly visible activities. The incumbent must have demonstrated ability to operate in a highly functioning and diversified team, lead and mentor others and communicate effectively with Senior Level Officials. The incumbent must have excellent analytical, judgment, planning, management, and organization and teamwork skills. The incumbent must demonstrate a high level of innovation and creativity, together with a high level of accuracy, attention to details, and time management. The incumbent must demonstrate excellent analytical skills needed to analyze options, select best practices and perform tasks.

The incumbent must maintain excellent working relationships with various internal and external stakeholders, and demonstrate excellent interpersonal skills. The incumbent must demonstrate a high level of professionalism in attitude and appearance as s/he will represent the United States Government when dealing and meeting with Government of Jordan counterparts, VIP visits and other donors and stakeholders. The incumbent must have the ability to work under pressure and handle many competing and overlapping demands in order to complete work in a timely manner.

The incumbent must have demonstrated excellent ability to give technical presentations to the senior most level including: Ministers with the Government of Jordan, Ambassadors, Mission Directors, VIPs, as well as at technical conferences. S/he should have the demonstrated ability to clearly and concisely write technical reports, memoranda's, official responses, contractual documents (including scopes of work, request for proposals, and evaluation reports), and outreach documents (briefing checklists and speeches).

The incumbent must have excellent demonstrated computer skills in specialized software including Windows and Microsoft Office.

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. 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
- 13th & 14th 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
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>