SOLICITATION NUMBER: 09/2020
ISSUANCE DATE: 03/05/2020
CLOSING DATE/TIME: 03/26/2020

SUBJECT: Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC) Financial Assistant/Document Control Clerk, FSN-7, USAID/Central Asia (USAID/CA), Almaty, Kazakhstan

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 Attachment 1, Sections I through V of this solicitation. 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 information.

Only short-listed candidates will be contacted. No late submissions will be accepted.

Sincerely,

[Signature]
James Berscheit
Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 09/2020
2. ISSUANCE DATE: 03/05/2020
3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: 03/26/2020 (6 p.m. Almaty Time)
4. POSITION TITLE: Financial Assistant/Document Control Clerk
5. MARKET VALUE: $15,663 - $20,094 gross per annum in KZT equivalent to FSN-7
   In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/CA/Kazakhstan.
   Final compensation will be negotiated within the listed market value.
6. PERIOD OF PERFORMANCE: Full-time: 40 hours per week
7. PLACE OF PERFORMANCE: USAID/Central Asia (USAID/CA), Almaty, Kazakhstan
8. SECURITY LEVEL REQUIRED: FSN SBU
9. STATEMENT OF DUTIES:

   BASIC FUNCTION OF POSITION:

As a member of the USAID/Central Asia (USAID/CA) Financial Management Office (FMO), the FMO Document Control Clerk (DCC) provides the full range of clerical financial control duties as well as secretarial and administrative support to the Accounts Payable Section and to other FMO staff. In addition, the DCC serves as a key point of contact in communication with the FMO clients, vendors, and other customers.

In the performance of these duties, DCC relies heavily on his/her interpersonal skills, knowledge of procedures associated with specific tasks assigned. The DCC must have a good understanding of USAID FMO processes and procedures, the capability to maintain official files and records and to advise on USAID FMO payment requirements.

The incumbent works under the direct supervision of the Supervisory Voucher Examiner with additional guidance being provided by FMO management.

   MAJOR DUTIES AND RESPONSIBILITIES:

A. Invoice entry: Serves as FMO Document Control Clerk in Phoenix (USAID Financial System) and ASIST (USAID Secure Image and Storage Tracking system) 60 %

- Receives all incoming requests for payment and performs a quality control analysis of all payment documents. Ensures timely acceptance and validity by date stamping the invoices.

- Reviews, sorts and logs all payment requests into PLIT (Voucher tracking system) and ASIST. Identifies each type of voucher and makes the determination of the appropriate Contracting Officer’s Representative/ Agreement Officer’s Representative (COR/AOR) or Contracting Officers responsible for providing administrative approval/acceptance. Determines payment due date in accordance with Prompt Payment Act and any other special processing requirements. Defines and monitors due dates and follows up on bi-weekly basis and more often when required with the appropriate COR/AOR or Contracting Officers to ensure that delinquent documents returned promptly.

- Returns unacceptable invoices/vouchers to the appropriate COR/AOR or Contracting Officers for correction and follows up on the status of the vouchers to ensure that they are corrected and returned to FMO for processing in a timely manner.
- Creates Mission invoices in Phoenix Application for five countries (Kazakhstan, Uzbekistan, Kyrgyzstan, Tajikistan and Turkmenistan) for further processing of USAID payments under Grants, Contracts, Purchase Orders, Travel Reimbursement vouchers, Travel Advances, Transportation vouchers, Recurring payments, etc.

- Maintains vendor codes database: creates new Vendor codes in Phoenix and amends existing as needed and coordinates with Cairo and Washington Vendor Code Support Teams.

B. FSN (Foreign Service National) Travel card responsibilities (issuance, resolving issues, updating vendor code) 20%

- Maintains and updates the FSN travel card database.

- Coordinates with Bangkok Financial Service Center (BFSC) on issuance of the new and replacement of expired cards.

- Distributes new cards and creates/amends Vendor Codes in Phoenix with new banking information.

- Keeps and updates Q&A file on travel card procedures and issues. Regularly updates card holders on travel card usage specifics, including Pay.gov application, associated fees, and any other issues may arise.

- Serves as the main point of contact on Travel card related issues.

C. Official VAT (Value-Added Tax) responsibilities 10%

- Responsible for gathering information and preparing Official VAT documents and quarterly submission to the Government of Kazakhstan Tax Administration through US Consular General POC.

- Serves as a principal USAID/CA contact for official VAT related issues. Maintains Official VAT electronic and hard copies filing. Communicates with US Consular General and US Embassy assigned personnel and MFA officials on VAT issues. Responsible for reviewing and analyzing refunds to apply refunds to appropriate funding source and resubmitting rejected claims after correction. Provides State Voucher Examiners with proper Fiscal data Crosswalks on VAT refunds.

- Responsible for the accumulation of data and filing reports related to Section 506/579 taxation of U.S. assistance by recipient governments:

  In coordination with the USAID/CA Acquisition & Assistance Office, collects all interim and final reporting worksheets, contacts delinquent filers to expedite filing required information, and accumulates tax reporting information by country for all USAID funded contractors/grantees. Calculates (by country) the amount of taxes paid directly by USAID and not reimbursed for inclusion in the interim and final reports.

  Prepares the required reports and submits to the US Embassies in the Central Asian region in accordance with the established deadlines.

D. FSN payroll Main Timekeeper backup functions/Other Administrative Duties 10%

- Responsible for gathering time and attendance (T&A) from offices and country timekeepers. Coordinates timely submission of T&As by sending regular notifications and reminders.
- Entries the data into WinT&A system and prepares appropriate reports and files for submission to Bangkok FSC through SHIFT database.

- Uploads Statements of Earning and Leaves (SEL) paystubs from SHIFT database and distributes among FSNs.

- Provides back-up support to FMO Administrative Assistant.

**Supervision Received**: Technical and general supervision is provided by the Supervisory Voucher Examiner and Chief Accountant. Policy guidance is provided by the USAID/CA Controller, Deputy Controller.

**Supervision Exercised**: None.

10. **AREA OF CONSIDERATION**: All HOST COUNTRY NATIONALS

11. **PHYSICAL DEMANDS**: The work requested does not involve undue physical demands.

12. **POINT OF CONTACT**: USAID/Central Asia Human Resources Office, e-mail:  
   CentralAsiaJobs@usaid.gov (with autoreply) and/or almatyhr@usaid.gov

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

**a. Education**: College or university studies.

**b. Prior Work Experience**: Minimum of two years of progressively responsible secretarial or clerical experience is required. Minimum one year of experience with an international organization in similar work.

**c. Language Proficiency**: Level IV (fluent) English and Russian (written and spoken)

**d. Knowledge**: Thorough knowledge of the fundamentals required in standardized voucher examination steps; Government of Kazakhstan Tax Law and regulations related to VAT; general principals of bookkeeping.

**e. Skills and Abilities**: The DCC must have excellent oral and writing communication skills, the capability to maintain official files and records, ability to logically apply the information of the Phoenix Users Guide and the Prompt Payment Act. Excellent time management and interpersonal skills are critical. The DCC must have excellent knowledge of MS Office applications (MS Word, Excel, PowerPoint, Internet Explorer, Access, etc.).

III. **EVALUATION AND SELECTION FACTORS**

Applicants will be evaluated against the following criteria:
1. Education
2. Prior Work Experience
3. Knowledge, Skills and Abilities:
   - Knowledge
   - Language Proficiency
   - Skills and Abilities

IV. **PRESENTING AN OFFER**

1. Eligible Offerors must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each
selection criterion detailed below with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references.

Packages should be received by COB Thursday, March 26, 2020 via e-mail: CentralAsiaJobs@usaid.gov (with autoreply) and/or almatyhr@usaid.gov or mail to the Executive Office/Human Resources (EXO/HR), USAID/CA, 41, Kazibek Bi St., Almaty 050010, Kazakhstan (tel.: 7-727-2507612/17, ext. 6353).

Only short-listed candidates will be contacted. No late submissions will be accepted.

USAID/CA reserves the right to obtain from previous employers’ relevant information concerning the applicant’s past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant’s cover letter, and USAID will delay such reference check pending communication with the applicant.

2. Offers must be received by the closing date and time specified above and in Section I, item 3, and submitted to the Point of Contact in Section I, item 12.

3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit necessary forms.

VI. BENEFITS/ALLOWANCES

According to Local Compensation Plan.

VII. TAXES

The contractor is solely responsible for all taxation obligations in accordance with cooperating country laws. USAID reserves the right to request proof of payment of taxes by the employee.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

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


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](https://www.oge.gov/web/oge.nsf/OGE%20Regulations).