



USAID | CENTRAL ASIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 12/2021
ISSUANCE DATE: 03/09/2021
CLOSING DATE/TIME: 03/30/2021

SUBJECT: Solicitation for two (2) Cooperating Country National Personal Services Contractor (CCN PSC) Human Resources Assistants, FSN-9, 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,

Michael Teske
Contracting Officer

ATTACHMENT TO SOLICITATION NO. 12/2021

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 12/2021
2. **ISSUANCE DATE:** 03/09/2021
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 03/30/2021 (6 p.m. Almaty Time)
4. **POSITION TITLE:** Human Resources Assistant, FSN-9
5. **MARKET VALUE:** \$ 22,930 – \$ 29,549 gross per annum in KZT equivalent to FSN-9 (incl. allowances and annual bonus)
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:

USAID/CA comprises offices in Almaty, Kazakhstan and one country office in Turkmenistan (Ashgabat). The incumbent also supports the HR operations of the USAID Missions in Kyrgyzstan (Bishkek), Tajikistan (Dushanbe) and Uzbekistan (Tashkent). Incumbent serves as a Regional Human Resources Assistant, providing a wide array of specialized HR services to Missions' offices. The services provided include: managing personal services contracting for Cooperating Country Nationals/ U.S. Personal Services Contractors (CCNs/USPSCs), position classification, recruitment, hiring, preparing contracting documentation, updating official personnel/contract files, salaries and benefits, disciplinary actions and termination, reporting, completing/issuing a wide variety of personnel actions, preparation of documentation for grade-level position classification of CCN/USPSC positions. The incumbent of this position is one of the advisors to Mission management in each of the five countries on personnel policies and issues; s/he coordinates with five Embassies' Human Resource Offices on matters pertaining to post-specific regulations and guidelines affecting all employees. The Regional Human Resources Assistant serves as back up to the HR Specialist, on a rotation base. The Incumbent also serves as the backup to one or more HR Assistants in the same office.

MAJOR DUTIES AND RESPONSIBILITIES:

a. Position Classification, Recruitment, Contract Administration and Performance Management

50%

Position Classification: Reviews CCNPSC position Description (PD), PSC Job Discussion Help Sheet (JDHS), and other required position classification documents to ensure accuracy and completeness; conducts/organizes job interviews to obtain additional information if necessary; assembles position classification request package for HR Support Unit (HRSU); tracks and updates related parties on the classification progress.

Recruitment: In close collaboration with the HR Specialist, the incumbent administers the complete cycle of the recruitment process for locally and internationally hired contract employees to include the following: a) drafts solicitations/vacancy announcements based on approved and classified Position Descriptions, specifies evaluation and selection criteria, and ensures appropriate publication of solicitations and prompt distribution within U.S. Government (USG) Mission community, outside the Mission; b) collects and reviews applications received, screens them for meeting the publicized

minimum qualifications, and shortlists applications for review by the appropriate Mission Technical Evaluation Committees (TECs); c) arranges interviews, serves as the HR representative on TEC panels; d) drafts all correspondence required under the hiring process and communicates with applicants regarding selection matters; e) negotiates salary and other contract terms, initiates all pre-employment and personnel actions which affect appointment, and works closely with the selected candidate to ensure smooth and timely onboarding. Briefs incoming personnel on USAID policies and regulations. The incumbent provides counseling to PSC staff throughout their career, on matters pertaining to their employment. The incumbent also provides guidance to supervisors and office chiefs on matters related to PSC recruitments.

Contract Administration and Management: The incumbent prepares CCN/US Personal Services Contracts, all types of contract actions and modifications such as incremental funding, extension, salary step increase, renewal etc. including appropriate Schedules and General Provisions in compliance with the guidelines provided in AIDAR (USAID Acquisition Regulation) Appendices D and J and ADS (Automated Directives System) 309, using the Agency's GLAAS (Global Acquisition and Assistance System) for USPSC contracts and contract's modifications. S/he drafts and/or revises Schedules to accurately reflect contract terms, or to reflect new regulations and/or requirements, and determines necessary additional clauses to be added to the contract. Incumbent develops budgets for CCN/US PSC contracts and modifications. The incumbent ensures all requisite contract documentation is uploaded into ASIST (Agency Secure Image and Storage Tracking System), maintains and upkeeps ASIST, OPS (Overseas Personnel System) and all HR Staffing Pattern databases for all PSC contracts. The HR Assistant is responsible for conducting and processing the PSC contract close-outs following the mandatory ADS close out procedures and guidelines.

b. Administration of Performance Management Program, Training, and Awards 30%

Performance Management: The HR Assistant ensures the performance evaluations of all CCNs are accomplished in a timely basis; s/he is responsible for maintaining the performance evaluation files current on when evaluations and annual step increases are due; and, follows through with employees and supervisors to ensure that evaluations are submitted on or before due dates, and that narratives are consistent with the official duties and responsibilities of the respective position. Ensures that annual performance evaluations for CCNs as well as work objectives for the next rating cycle are completed and submitted to the HR Office within the timeframe set by the Executive Officer (EXO).

Training Program and Activities: In close collaboration with the HR Specialist the Regional HR Assistant maintains and upkeeps a training database with the training history of all employees and establishes and maintains training files for all employees and programs. The HR Assistant guides staff to find appropriate on-line and in-person training opportunities. In cooperation with the EXO, and under the supervision of the Supervisory HR Specialist, the Regional HR Assistant ensures compliance with Mission Order on Training and Agency policies and procedures and provides guidance to employees on training policies and regulations.

Incentive Awards Programs: The Regional HR Assistant manages the administration of the Mission incentive awards program (IMAP) and the Agency Incentive Awards Program, including all types of awards, for the five countries (four Missions). The Assistant collects award nominations; reviews nominations with the (Supervisory Executive Officer (S/EXO) and the supervisor; and provides nominations to interagency awards committee or to the Bureau AMS (Administrative Management Services) through EIMS (Employee Information Management System), as appropriate. Once awards are approved, the Assistant informs the nominee and submits the approved awards to the appropriate payroll office to facilitate cash payment processing.

c. Human Resources Administration

20 %

Organizes and coordinates the orientation of new CCN employees. Establishes and maintains all CCN employees' official personnel/contract folders in ASIST, ensuring that these are kept current, accurate, and complete; coordinates all activities related to the Medical Insurance Plan and the CCN Retirement Plan provided to employees under the Local Compensation Plan; and, requests insurance for the duration of official travel for CCNs traveling abroad. The Regional HR Assistant provides guidance, advice, and assistance to employees on personnel matters, pension deductions, retirement, recruitment, appointment/hiring/firing, leave, or other personnel matters of concern to employees. Records Keeping and Reporting: The HR Assistant is responsible for maintaining accurate and up-to-date different types of HR records on HR information systems (ASIST, EAPS (Executive Agency Personnel Support), OPS, public drive, HR drive, etc.), maintaining official personnel files, contract files and recruitment files. The incumbent regularly updates various Mission staffing reports and ensures that all employees and contract data and information is up to date and accurate at all times, prepares and submits periodic staffing pattern and staffing numbers and other ad-hoc HR reports for all five countries to USAID/Washington and the Embassies.

Policies and Regulations: The incumbent researches and interprets various policies and regulations pertaining to contracting actions ensuring Mission's contracts are prepared in compliance with the Agency's contracting policies. The incumbent maintains familiarity with the Local Compensation Plans, the LES (Locally Employed Staff) Handbooks, and other pertinent policies and regulations for all five countries, serving as an advisor to employees on their content and implementation. Provides guidance to employees on general personnel and administrative matters related to personnel salary and benefits, including health insurance, pensions, medical and accidental travel insurance, entitlement to and use of sick, annual and other forms of leave including Leave Without Operational Pay (LWOP).

Supervision Received: Under the overall general supervision of the Supervisory Executive Officer, the HR Assistant reports directly to and is supervised by the Human Resource Specialist.

Supervision Exercised: No direct supervision.

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: At least two years of full-time post-secondary study at a college or university in Human Resources Management, Business Administration, Public Administration, or related field.

b. Prior Work Experience: A minimum of three years of progressively responsible, job related experience in the field of human resources management, business or public administration, and/or contracting or related field.

c. Language Proficiency: Level IV (fluent) of English and Russian.

d. Job Knowledge: The Assistant must possess a detailed knowledge of, or have the ability to gain a thorough knowledge of U.S. Government, USAID and Embassy/Consulate policies and procedures such as, the Automated Directives System (ADS), position classification, the LES

handbooks, the Local Compensation Plans (LCP), 3 FAM (Foreign Affairs Manual), USAID/HCTM/OHCI/DS-298 DS-298, USAID Version 10-2019 4 USAID-specific handbooks and associated-agency human resources manuals and regulations. A good understanding or the ability to gain a good understanding, of the Agency Position Classification System (MCLASS) and its associated manuals as well as USG contracting regulations (AIDAR, ADS 309, AAPDs, etc.) and procedures is required, after appropriate training. A good knowledge of Kazakhstan and other Central Asian countries local labor law, standard personnel practices applicable to the full spectrum of human resources/personnel management from recruitment through retirement, prevailing practice in compensation and employment; and knowledge of personnel administration principles and benefits for all categories of staff.

e. Skills and Abilities: The position requires excellent communication and organizational skills, tact, excellent negotiation skills, good judgment and discretion, compassion, understanding, and an interest in serving people to maintain smooth and effective working relationships with personnel at all levels. Good judgment and analytical skills, in order to make objective decisions and present them concisely are necessary and the ability to research, interpret and apply regulations to particular situations. Excellent computer skills in the use of MS Office applications, Google Suite applications. Work requires the utmost discretion in handling human relations matters, and the ability to inspire confidence and maintain confidentiality. The incumbent must be able to work under pressure, and to make decisions quickly and independently when dealing with emergencies. The incumbent must maintain a positive customer service orientation and be able to manage multiple priorities with minimal supervision. Good customer services, interviewing and analytical skills to make objective evaluation decisions and present them concisely. Ability to apply and interpret regulations to current situations.

III. EVALUATION AND SELECTION FACTORS

Applicants will be evaluated against the following criteria:

1. Education
2. Prior Work Experience
3. Job Knowledge
4. Language Proficiency
5. 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 Tuesday, March 30, 2021** via e-mail: CentralAsiaJobs@usaid.gov (with autoreply) and/or almatyhr@usaid.gov

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:

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> .
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> .