



USAID | TAJIKISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 11/2021
ISSUANCE DATE: March 11, 2021
CLOSING DATE/TIME: April 3, 2021

SUBJECT: Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC)
Executive Assistant to the Mission Director, FSN-8, USAID/Tajikistan, Dushanbe,
Tajikistan

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
USAID/Central Asia
Contracting Officer

ATTACHMENT TO SOLICITATION NO. 11/2021

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 11/2021
2. **ISSUANCE DATE:** March 11, 2021
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** April 3, 2021 (6 p.m. Dushanbe time)
4. **POSITION TITLE:** Executive Assistant to the Mission Director, FSN-8
5. **MARKET VALUE:** \$ 20,727 - \$29,017 gross per annum equivalent to FSN-8
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Tajikistan.
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/Tajikistan, Dushanbe
8. **SECURITY LEVEL REQUIRED:** FSN SBU
9. **STATEMENT OF DUTIES:**

BASIC FUNCTION OF POSITION:

The Administrative Assistant is located in the Office of the Mission Director. The Administrative Assistant serves as the personal assistant to the Mission Director, operating independently of any other position in the performance of the full range of secretarial, protocol, and administrative functions essential to the efficient operation of the Mission's Front Office.

The Administrative Assistant is the primary contact person responsible for the Mission's Front Office customer service to internal and external partners and other stakeholders, including Mission staff, contractors and grantees and potential contractors and grantees, Implementing Partners (IPs), host-government officials, the Embassy, USAID/Washington, and other customers. In this capacity, the Administrative Assistant is responsible for coordinating information about the USAID Mission, and making sure that information gets to customers on a timely basis and in a professional manner.

MAJOR DUTIES AND RESPONSIBILITIES:

Percentage of Time: 60%

A. Serves as Administrative Assistant and personal assistant for the USAID Mission Director, providing the following representative administrative support services: maintains Front Office calendar(s); organizes meetings as directed, ensures Offices scheduling meetings for the Director provide sufficient background and other necessary information for meetings, and sends out meeting notices; makes regular travel arrangements, prepares trip requests, vehicle requests, and travel vouchers; composes complex non-technical correspondence, including reviewing and preparing official responses to unsolicited proposals, as required; researches and assembles information for various reports, briefings, and conferences; prepares routine reports, briefings, presentations, and analyses; follows up with Mission staff members to ensure that various commitments are met; edits written products prepared by or provided to the Front Office; and, on occasion participates in field trips and out-of-office meetings. Translates routine in-coming and out-going correspondence for supervisor and other staff as requested, and provides oral translation services.

Percentage of Time: 20%

B. Performs a variety of administrative and procedural duties, including: providing telephone, receptionist, and protocol services for the Front Office; orders expendable supplies for the Office; files material and maintains the Front Office filing system; receives and controls incoming correspondence and communications; prepares requests for repair of office equipment and

systems; and schedules the use of conference rooms in coordination with other Mission staff. Serves as the Mission's back-up timekeeper for all hiring mechanisms' timesheets, when needed. Prepares access request forms for visitors. Receives and escorts visitors to and from the office. Serves as the primary liaison with USAID/Central Asia for support services.

Percentage of Time: 20%

C. Manages arrangements for official USAID Receptions (tracking official representation funds). Reports and accounts for all expenses; develops invitation designs and ensures that invitations are distributed; maintains a record of acceptances on a master guest list; and, supervises service providers, as required. Prepares electronic country clearances (eCCs) and travel authorizations/vouchers for Front Office staff, and TDY guests of the Director, and makes or follows up on hotel reservations and other arrangements, as required.

Supervision Received: The Administrative Assistant receives supervision from the Mission Director, and/or his/her designee, who provides assignments in terms of a discussion of the work to be performed and the Director's priorities. Most work occurs as a result of normal office operations, but special activities may be assigned at any time. The Administrative Assistant independently plans and carries out assignments and is responsible for the accuracy of their personal work; work is normally reviewed in terms of results achieved, and in meeting Office objectives.

Supervision Exercised: Guidance may be provided to the Director's Chauffeur, and to Administrative staff Mission-wide. However, continuing full supervision of other Mission staff is not contemplated.

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: Two or more years of post-secondary schooling in Secretarial Science or Business Administration, or other related field equivalent to a US junior college or community college diploma, is required.

b. Prior Work Experience: A minimum of five years of progressively responsible secretarial and administrative experience, including experience gained in related work with a U.S. Government Agency, English language environment Non-Governmental Organizations (NGOs), other donor organizations, host-government organizations, or private-sector institutions are required.

c. Language Proficiency: Level IV (Advanced Proficiency) English and Russian, both oral and written, is required. Tajik language level III is required.

d. Job Knowledge: The Administrative Assistant should have a general knowledge, or the ability to quickly gain such general knowledge, of USAID regulations and procedures, and of good office management practices; and be able to become knowledgeable, of overall USAID Front Office responsibilities and activities, as well as possess a very good knowledge of standard office procedures and practices. The Administrative Assistant to the Mission Director must have an excellent understanding of USG file management, mail handling, and correspondence formatting procedures. Good knowledge of host countries customs and specifics of the country's social and political situation.

Comprehensive knowledge of protocol requirements, US Government (USG), and USAID administrative procedures, and USAID's programs.

e. Skills and Abilities: The Administrative Assistant must be proficient in keyboarding, including at least Level II typing ability (40 words per minute), and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Google Suite, and other software programs as needed. The Administrative Assistant must be proficient in using the Internet and E-mail programs as designated. Excellent communication skills (both verbal and written) and ability to explain special requirements to non-specialists and specialists. Strong interpersonal skills and ability to form sound working relationships with counterpart personnel and to obtain cooperation from host country' officials.

Incumbent must be highly organized, be strongly customer service oriented, able to effectively work in a team environment and under pressure. The incumbent must have strong abilities in verbal and written translation services.

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 Saturday, April 3, 2021** via e-mail: CentralAsiaJobs@usaid.gov 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> .