



USAID | INDONESIA

FROM THE AMERICAN PEOPLE

SOLICITATION NO: **INDONESIA 09-003**
ISSUANCE DATE: **March 16, 2009**
CLOSING DATE: **March 30, 2009**
3:00 PM Jakarta time

SUBJECT: Solicitation for Personal Service Contractor (PSC) for
SUPERVISORY EXECUTIVE OFFICER

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications (Optional Form 612) from qualified U.S. Citizens to provide services as a Supervisory Executive Officer under a Personal Services Contract, as described in the attached solicitation. The place of performance for this position will be in Jakarta, Indonesia.

Submissions to this solicitation shall be in accordance with the attached information, at the place and time specified. Incomplete or unsigned applications will **NOT** be considered.

Applicants should retain for their records copies of all enclosures which accompany their applications. Applications received after the closing date and time contained in this solicitation will be considered late and will not be considered – **NO EXCEPTIONS.** Electronic submission is authorized for this procurement.

Any questions regarding this solicitation should be in writing and directed to the Contracting Officer at the following e-mail address: rfp09-003@usaid.gov. Phone calls regarding this position will not be accepted.

Sincerely,

Asuncion L. Juico
Contracting Officer
USAID/Indonesia

ATTACHMENT 1

Solicitation for Personal Service Contract (PSC) Supervisory Executive Officer:

SOLICITATION NO.: Indonesia 09-003.

ISSUANCE DATE: March 16, 2009.

CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: March 30, 2009
3 P.M. Jakarta time.

POSITION TITLE: Supervisory Executive Officer.

MARKET VALUE: GS-15 (\$98,156 - \$127,604). The actual salary will be negotiated depending on qualifications and previous salary history of the successful candidate.

PERIOD OF PERFORMANCE: The contract will be for a period of one year with an option to be extended for one additional year.

PLACE OF PERFORMANCE: USAID/Indonesia, Jakarta, Indonesia.

SUPERVISORY CONTROL: The Contractor will be under the supervision of the Mission Deputy Director, USAID/Indonesia.

POSITION TITLE OF DIRECT SUPERVISOR: The Contractor will report directly to the Mission Deputy Director, USAID/Indonesia.

PHYSICAL & SECURITY CLEARANCE: The selected candidate must be able to obtain medical and secret security clearance.

STATEMENT OF WORK

I. BACKGROUND

A. ORGANIZATIONAL LOCATION OF POSITION

The incumbent's residence will be in Jakarta, Indonesia. Jakarta is one of the largest cities in Asia. It has a number of urban problems such as severe pollution, and traffic congestion. However, it is relatively crime-free and offers many cultural and recreational opportunities, including museums, important historical sites, and shopping malls. Bali, Singapore and other Asian destinations are easily reachable and many locations in Indonesia provide opportunities for most water sports, especially snorkeling and scuba diving.

B. POSITION TITLE OF DIRECT SUPERVISOR

The Supervisory Executive Officer will be supervised by, and will report to, the Mission Deputy Director at USAID/Indonesia, Jakarta, Indonesia

C. OVERVIEW

The Contractor oversees the delivery of effective administrative and logistic support for USAID/Indonesia, one of the Agency's largest bilateral missions, and for the satellite office in Banda Aceh where we have a staff of 12 FSNs, 6 Temporary hire LES, 1 USDH, and 2 USPSCs who are there intermittently. S/he exercises overall supervisory responsibility for the Executive Office's six divisions and staff units consisting of 26 FSNs, and the Banda Aceh operations:

- The General Services Division provides maintenance for the USAID Buildings located within the Embassy compound and provides oversight to an outsourced contractor who provides maintenance and janitorial staff with a total staff size of 34;
- The Human Resources Division provides position classification, recruitment, compensation, awards, evaluation, training, travel, and other organizational and staff development services for 190 employees in four distinct categories: USDH, USPSC, FSNDH, and FSNPSC. State ICASS Human Resources provides recruitment services for OE funded FSNPSCs;
- The Data Management Division manages a complex computer operations, with servers and provide 190 customers at client stations with both off- the-shelf and proprietary software applications, Internet/intranet connectivity and services, IP telecommunications services and Blackberry Services. They also support the full range service to Banda Aceh;
- The Communications & Records Division distributes and transmits mail, fax, and cable correspondence; provides messenger and reproduction services; and oversees records management and disposition;
- The Acquisition and Assistance Unit carries out some \$2 million in OE and program-funded administrative procurement annually.

D. WORK DESCRIPTION

Duties and Responsibilities of the Position

The duties listed in each major category below are by no means exhaustive but are representative of the range of duties and responsibilities.

1. General Administrative Direction (15%)

Ensure effective and timely delivery of quality services by all Executive office units, through:

- Coordination of activities of Executive office toward the achievement of common objectives;
- Identification and implementation of productivity-enhancing delivery systems;
- Targeted training for service-delivery staff;
- Publication and updating of clear guidelines for customers, as necessary; and
- Maintenance of adequate internal controls to protect USAID assets and monitor internal procedures

2. Human Resources Management (25%)

Provide direction for all human resources services, including:

- Workforce planning and recruitment for USDH staff;
- Support and orientation to DLI employees;
- Workforce planning and recruitment for all non-USDH staff;
- Timely and accurate classification of all FSN positions;
- Initial and periodic refresher orientation for all new staff;
- Career development and mission training programs; and
- Transition programs for staff affected by downsizing

3. Budget and Procurement (20%)

Prepare and oversee implementation of annual \$2 million administrative procurement budget, to include:

- Solicitation and analysis/approval of acquisition projections of all USAID/Indonesia operating units;
- Maintenance of appropriate system of checks and balances from initial requisition through final disposition of property;
- Provision of adequate competition for procurement;
- Adherence to FAR/AIDAR requirements; and
- Coordination with State Procurement Unit for Administration of OE administrative procurement.

4. Safety and Security Programs (15%)

Administer all aspects of the Mission's safety and security program, including:

- Maintenance Warden systems covering all US and local national employees, TDY visitors, and institutional contractor/grantee staff;

- Office and residential evacuation equipment and procedures;
- Periodic safety training of employees and Floor Warden system;
- Compliance and operation of all physical security systems; and
- Liaison with RSO and O/SEC.

5. **USPSC Support (10%)**

Monitor the provision of guidance and support to USPSCs, ensuring timely receipt of work permits, visas, etc, allowing them to work in Jakarta without description.

6. **ICASS (15%)**

- Collaborate with State on the efficient and cost effective delivery of ICASS services in the consolidated services environment;
- Represent USAID on the ICASS working group; and
- May represent USAID interagency meetings at the Inter-Agency Housing Board, the joint awards committee, etc.

II. REQUIRED/DESIRED QUALIFICATIONS FOR THE POSITION

1. **Education:** A bachelor degree in business administration or relevant subject area [i.e. public relations, social sciences, business] is required. Formal training in areas of procurement, contracting, property management and general administration are highly desirable.

2. **Prior Work Experience:** Minimum twelve (12) years of progressively responsible experience in performing and supervising management operations or overseas experience specifically related to administrative management for a large and complicated organization, including property management, procurement, contracting and personnel management, and IT Management should not be required. Demonstrated successful experience in the field of management and administration including personnel administration, management analysis and planning, general services and travel, with a demonstrated knowledge of the customs/shipping, commodity purchasing and management, procurement, budgeting, planning and contract management aspects of administrative management operations is required. Experience with ICASS is highly desirable.

3. **Security and Medical Clearance:** Must be able to obtain secret security clearance and medical clearance.

4. **Language Proficiency:** Excellent English communication skills, both oral and in writing, are essential and required. Candidate must have the ability to present analysis and recommendations in clear written and oral formats.

5. **Knowledge:** Extensive knowledge of procurement and customs/import laws and regulations is required. A thorough knowledge of U.S. Government regulations and USAID and State Department Regulations governing all areas of administrative management and support operations is desired. In addition, a thorough knowledge of the interagency foreign affairs manuals, programming, contracting, delivery of services thru ICASS and supply management procedures is desired.

6. **Skills and Abilities:** Managerial skills, ability to lead, train, supervise and work independently with minimal supervision or guidance is required. Ability to work within a team framework, analyze, conceptualize, negotiate, exercise sound judgment, originate ideas, proven ability to identify problems and develop creative solutions, and the interpersonal skills to handle requests and complaints with patience and diplomacy are desired

III. SELECTION CRITERIA

To be considered, the applicant shall meet those qualifications marked (required). Candidates will be evaluated according to the following criteria:

Ranking Factors:

| Factor | Points |
|-----------------------|---------------|
| Education | 10 |
| Prior Work Experience | 35 |
| Knowledge | 35 |
| Skills and Abilities | 20 |
| Total | 100 |

IV. PERIOD OF PERFORMANCE

The contract will be for a period of one year, with an option for an extension. This Personal Services Contract is subject to the availability of funds.

V. SALARY

The position grade for this position is at the US Government GS-15 equivalent. The actual salary will depend on the experience and past salary history of the successful candidate.

VI. HOW TO APPLY

A. Please send a completed and signed Optional Form 612 and a curriculum vitae containing the following information. Optional Form 612 is available at the USAID website, <http://www.usaid.gov/forms/of-612.doc>.

1. Personal Information: Full name, mailing address (with Zip Code) day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);
2. Education: high school name, city and State (Zip code if known) date of diploma or GED; colleges and universities, name city and state (Zip code if known, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);
3. Work Experience: give the following information for your paid and non-paid work experience related to the job for which your are applying (do not send job descriptions); job title (include series and grade if federal job), duties, and accomplishments, employers name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor;
4. Other Qualifications: job-related training courses (title & year), job related skills; for example, other languages, computer software /hardware, tools, machinery, typing speed, job related certificates (current only), job-related honors, awards, and special accomplishments, for examples, publications, memberships in professional or honor societies, leadership, activities, public speaking, and performance awards (give dates but do not send documents unless requested).

B. Applicants must also include in their application package the following:

1. A cover letter of no more than 3 pages that demonstrates how the candidates' qualifications meet the work requirements;
2. A curriculum vitae which at a minimum, describes education, latest experiences and career achievements;
3. A completed and signed OF-612, please send signed and scanned copy if applying by e-mail;
4. A relevant writing sample, minimum of two pages and maximum of ten pages;
5. Names, current and accurate contact numbers (e-mail and phone) of three professional references that have knowledge of the applicant abilities to perform the duties set forth in the solicitation;
6. A written statement certifying the date and length of time for which the candidate is available for the position;

All of the above information must be included in the application package in order for the package to be considered complete

VII. MAILING ADDRESS

Electronic submission is authorized for this procurement. Interested candidates should send the above information via e-mail, mail or hand-carry, to the attention of Office of Procurement at one of the following addresses:

E-MAIL rfp09-003@usaid.gov

HAND CARRY/LOCAL COURIER

USAID/Indonesia - Office of Procurement
American Embassy Jakarta
Jl. Medan Merdeka Selatan No. 3-5
Jakarta 10110, Indonesia

U.S. MAIL

USAID/Indonesia - Office of Procurement
American Embassy Jakarta
Unit 8135 USAID
FPO AP 96520-8135

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter and clearly mark envelopes containing applications as follows:

**SUPERVISORY EXECUTIVE OFFICER
Solicitation Number: Indonesia 09-003**

VIII. CLOSING DATE

Applications must be in the Office of Procurement, USAID/Indonesia, no later than **March 30, 2009 at 3:00 pm Jakarta time.** For those who send their application by U.S. mail or international mail, applicants may also send application OF-612 and CV by E-mail attachment to rfp09-003@usaid.gov or through fax number (62-21) 3483-0222 to ensure receipt of your application before the closing date. Applications received after the closing date and time will be considered late and will not be considered – **NO EXCEPTIONS.**

ATTACHMENT 2

As a matter of policy, and as appropriate, an off-shore USPSC may authorized the following benefits (Note: an individual defined as a Resident Hire employee may only be eligible for those benefits listed under item 1. below):

1. BENEFITS

- a. Employee's FICA Contribution
- b. Contribution toward Health & Life Insurance
- c. Pay Comparability Adjustment
- d. Annual Increase
- e. Eligibility for Worker's Compensation
- f. Annual & Sick Leave

2. ALLOWANCES (if applicable) *

- a. Temporary Lodging Allowance (Section 120) **(Not Applicable)**
- b. Living Quarters Allowance (Section 130) **(Not Applicable)**
- c. Post Allowance (Section 220) **(Not Applicable)**
- d. Supplemental Post Allowance (Section 230) **(Not Applicable)**
- e. Post Differential (Chapter 500)
- f. Payments during Evacuation/Authorized departure (Section 600), and
- g. Danger Pay (Section 650) **(Not Applicable)**
- h. Education Allowance (Section 270)
- i. Separate Maintenance Allowance (Section 260)

LIST OF REQUIRED FORMS FOR PSCs

1. Form OF-612
- **2. Physical Examination (Form DS-1843 and DS-1622)
- **3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
- **4. Questionnaire for Non-Sensitive Positions (SF-85)
- **5. Finger Print Card (FD-258)

NOTE:

- * Standardized Regulations (Government Civilians Foreign Areas)
- ** The forms listed 2 through 5 shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.