



USAID | MALI

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72068819R10001

ISSUANCE DATE: May 16, 2019

CLOSING DATE/TIME: May 30, 2019

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) – Human Resources Assistant

Dear Prospective Offerors/Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers/applications from qualified persons to provide personal services under contract as described in this solicitation.

Offers/Applications must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers/applications will not be considered. Offerors/Applicants should retain copies of all offer/application 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/applications.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Robert Schmidt
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72068819R10001
2. **ISSUANCE DATE:** May 16, 2019
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** May 30, 2019
4. **POSITION TITLE:** Human Resources Assistant
5. **MARKET VALUE:** *FCFA 10,714,328 TO FCFA 16,607,216* equivalent to **FSN-08**. The incumbent will be compensated in accordance with the U.S. Mission Mali's Local Compensation Plan (LCP). Final compensation will be negotiated within the listed market value.
6. **PERIOD OF PERFORMANCE:** One year contract with the possibility of four option years. Extension (s) will depend upon the availability of funds, continued need for the requirement, contractor/employee performance and any future hiring freeze guidance. CCNPSCs are of a continuing nature and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation.
7. **PLACE OF PERFORMANCE:** Bamako, Mali with possible travel as stated in the Statement of Work.
8. **SECURITY LEVEL REQUIRED:** Facility Access
9. **STATEMENT OF DUTIES:**

1. General Statement of Purpose of the Contract

The Executive Office is responsible for providing the full range of management and administrative services required to support the USAID/Mali. The position is located in the Human Resource Section of the Executive Office and is responsible for a variety of human resource development activities and personnel functions dealing with local Personal Services Contract (PSC) employees in Mali.

Under the supervision of the Human Resource Specialist (HRS), the incumbent performs a wide variety of HR functions including recruitment processing, benefits administration and personnel actions for CCN employees of USAID/Mali. Incumbent is also involved in Mission Training upon request of the Personnel Specialist as well as the inter-agency bi-annual inter-agency awards.

2. Statement of Duties to be Performed

A. Recruitment /CCN Employment Processing and Personnel Actions 40% of time

1. Assist with the recruitment of local employees for positions scheduled to become vacant or for newly-established positions in the Agency, and generally will be tasked to assemble to recruitment package according to the need of the position in question.
2. Assist in the preparation of job vacancy announcements for American Embassy newsletter and inter-agency/internal dissemination/transmission and newspaper advertisement by summarizing the duties and responsibilities and the required qualifications of the position for the Human Resources Specialist review in light of the Executive Officer and recruiting office approval.
3. Makes preliminary screening according to position criteria of all applicants and ensures that application letters received in response to job vacancy announcements determining those who are qualified and forwards application letters/resume for review by the Human Resources Specialist for the requesting office/division.
4. Coordinates required interviews including skill tests for short-listed applicants.
5. Assist in the process of qualified CCN candidates for employment.
 - i. Assists candidates to ensure correctness of entries on required background information forms.
 - ii. Assist with the preparation of medical and security clearances documents in light of requesting clearance from the appropriate office.
6. Assist the Human Resources Specialist with putting together an orientation package for all newly-appointed CCN employees in accordance with the Check-in-List.
7. Assist with contract preparation and all other necessary documents prior to employees' start date.
8. Upon instructions from the Human Resources Specialist, prepares contracts amendments thru an SF-50 or change in personnel information thru JF-62 and forwarded to the financial office for processing prior sending it to FSC- Charleston.
9. Upon instruction from the Human Resources Specialist, provides, the team of office with an accurate budget in light of the MAARD initiation by the respective teams.
10. Composes a variety of personnel communications - letters, memoranda, certifications - in connection with CCN employment for the Human Resources Specialist review.
11. Assist with the processing of retirement papers for CCNs and assists former USAID employees in completing retirement forms, summarizing total employment history of the retiree based on verified or unverified retirement service.

12. Issues Statement of Service to separating employees, indicating his/her service outside USAID and service with AID.

B. Job Evaluation/Classification

30% of time

Assist and participates in the analysis and evaluation for proper classification of CCN positions.

1. Reviews Position Descriptions submitted to HR to ensure accuracy.
2. Performs Supervisory and Employee desk audit, analyses and reviews PDs and the corresponding JDHS.
3. Help in evaluating position through the M-CLASS system via HRSU.
4. Prepares form OF-298 for signing by recruiting office and EXO.

C. Employees' Benefits

10% of time

1. Upon instruction from the Human Resources Specialist, incumbent must be able to provide guidance to CCN in regards to procedures and administration matters relating to claims, entitlements, and payments of health and other benefits and services in accordance with regulations.
2. Inform Human Resources Specialist of employees who need guidance with their benefits under the local medical insurance coverage. Enters upon instruction all Medical Expenses Report for employees on quarterly basis and report Debit for employees who have exceeded the amount in respect of medical allotment.
3. Coordinate with Human Resources Specialist on all matters related to Mission Staffing Database "Overseas Personnel System (OPS)".

D. Backstop for Training and Awards

10% of time

Assists the HR Specialist and Training Coordinator in coordinating and processing training and awards for Mission Staff.

E. Resident Hire PSC Support:

10% of time

Assists the HR Specialist in the recruitment and administration of locally recruited PSC's:

- Receives applications, prepares packages for the TEC.
- Arranges for interviews.
- Provides the selected employee and/or AID/SEC with the necessary security and medical clearance forms; follows up with SEC, M/MED, and new employee. Resolve any problems or refer them to the Personnel Specialist or the EXO.
- Coordinates employee's arrival with Travel.

- Drafts PSC contract modifications and negotiation memos for review by the HR Specialist.
- Sends regrets letters to unsuccessful applicants
- Maintains/updates contract files in accordance with the appropriate regulations.
- The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

Directly supervised by the Human Resources Specialist.

4. Supervisory Controls

None

10. AREA OF CONSIDERATION: All Malian Citizens and Local Residents with valid work permit at the time of application.

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

12. POINT OF CONTACT: Human Resources Management Section -
Email: bamakohrmvacancies@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- Education:** At least two years of Post-Secondary study (Diploma) in Business Administration, Human Resources, Administration/Management, Liberal Arts or related field is required.
- Prior Work Experience:** Minimum three years of progressively responsible experience in Human Resources, Personnel Administration, or a related management-support field required.
- Language Proficiency:** Fluency in English and French Languages Level IV ability. At this level the incumbent is required to possess a high degree of proficiency in both written and spoken English, including ability to translate the host country language into precise and correct English, and vice versa.
- Job Knowledge:** General knowledge of the local labor laws and standard human resources practices applicable to full spectrum of human resources management, from recruitment through retirement is highly required.
- Skills and Abilities:** Strong interpersonal skills. Must be able to work with people from different cultures. Must possess considerable initiative and resourcefulness to deal with various personnel issues. Ability to apply and interpret regulations to

current situations. Good computer skills in use of a word processing system, Access, Excel, and other MS Office applications. Must have thorough knowledge of filing and records management.

III. EVALUATION AND SELECTION FACTORS

To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

1. Education	10 points
2. Prior Work Experience	25 points
3. Language Proficiency	15 points
4. Knowledge	25 points
5. Skills and Abilities	25 points

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations.

To be considered for this position, applicants must meet the minimum qualifications.

1. All Malian Citizens and Local Residents with a valid work permit at the time of application.
2. Minimum of at least two years of Post-Secondary study (Diploma) in Business Administration, Human Resources, Administration/Management, Liberal Arts or related field is required.
3. Minimum three years of progressively responsible experience in Human Resources, Personnel Administration, or a related management-support field required
4. Level IV (fluent) English and French language proficiency, in speaking and in writing, is required. Demonstrated ability to make sensitive oral presentations logically and persuasively to senior USG and Government of Mali officials and other donors.
5. Strong interpersonal skills. Must be able to work with people from different cultures. Must possess considerable initiative and resourcefulness to deal with various personnel issues. Ability to apply and interpret regulations to current situations. Good computer skills in use of a word processing system, Access,

Excel, and other MS Office applications. Must have thorough knowledge of filing and records management

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

Current employees serving a probationary period are not eligible to apply. Current employees with an “Overall Summary Rating of Needs Improvement” or “Unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.

HOW THE SELECTION WILL BE MADE:

The successful candidate will be selected based upon:

1. Preliminary review of the applicants submitted package to establish that minimum requirements are met;
2. Tests: Candidates may be tested on English writing skills, Microsoft Office proficiency, or any technical skills test that might be deemed appropriate may be required;
3. Interviews;
4. Reference checks.

USAID/Mali Human Resources Section will perform the preliminary review (Step 1) to eliminate those applications that do NOT meet the minimum requirements. The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and/or interviewed. Applicants will be contacted (Step 2) for testing and interviews. Based on the results of the tests, however, an applicant otherwise identified for interview could be removed from the interview list. Following the interviews (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct reference checks (Step 4&5) prior to advising the TEC of the results of these checks. References may be solicited from current as well as former supervisors in addition to the references you provide in your application package.

IV. PRESENTING AN OFFER

Qualified candidates for this position should submit the following documents to be considered. Failure to do so may result in a determination that the application is not qualified. Only shortlisted applicants will be contacted.

1. **Resume** or **curriculum vitae** (CV) relevant to the position for which the applicant is applying;
2. **Cover letter** of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the subject position.
3. Applicants are required to provide three (3) to five (5) **professional references** with complete contact information including email address and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.
4. **Copy of Academic Transcripts.**
5. Applicants must provide their **full mailing address with telephone, email address** and should retain for their records copies of all enclosures that accompany their submissions.

Submit Application

Human Resources Management Section - Email: bamakohrmvacancies@usaid.gov with the below reference number in the subject line.

Please indicate the Vacancy Reference Number in the subject line of your email: **72068819R10001**

Please note that all cv/resumes and cover letters must be in English, otherwise the application package is incomplete and will be rejected.

CLOSING DATE FOR THIS POSITION IS: May 30, 2019

V. LIST OF PRE-HIRE REQUIRMENTS FOR PSC's:

Once the Executive Office/CO informs the successful Applicant about being selected for a contract award, the EXO/CO will provide the successful Applicant instructions about how to complete the following.

1. Medical Examination;
2. Security Investigation;
3. Employee Biographical Data Sheet (Form AID 1420);
4. Application for Employment in the Foreign Service of the United States (Form OF 174).

VI. BENEFITS/ALLOWANCES:

The incumbent will be compensated in accordance with the U.S. Mission to Mali's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, and comprehensive medical insurance subsidy. Final compensation will be based on the position grade and negotiated within the corresponding market value.

VII. TAXES:

The successful Applicant will be subject to host country tax laws.

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," includes contract clause "General Provisions," available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. Contract Cover Page form AID 302-4 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>.

IX. EQUAL EMPLOYMENT OPPORTUNITY:

The U.S Mission in Mali provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. We strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.