



USAID | SOUTHERN AFRICA

SOLICITATION NUMBER: 654-20-004

ISSUANCE DATE: February 10, 2021

CLOSING DATE/TIME: March 10, 2021

Local time, Luanda, Angola

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC)

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 IX** 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 CCNPSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

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

Sincerely,

Molly Steinbauer
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 654-20-004
2. **ISSUANCE DATE:** February 10, 2021
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** March 10, 2021
At 12:00 midnight, Local Time, Luanda, Angola
4. **POSITION TITLE:** **Administrative Assistant**
5. **MARKET VALUE:** \$49,633 – \$69,483 pa equivalent to **FSN GRADE/8**
Final compensation will be negotiated within the listed market value
6. **PERIOD OF PERFORMANCE:** Five years renewable contract subject to funds availability and need for the position.
7. **PLACE OF PERFORMANCE:** Luanda, Angola
8. **SECURITY LEVEL REQUIRED:** Facility Access
9. **AREA OF CONSIDERATION:** Internal and External Applicants
10. **PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

II. STATEMENT OF DUTIES**Basic Function of Position:**

The Administrative Assistant is located in the Office of the AID Representative. The Administrative Assistant serves as the personal assistant to the AID Representative (AID Rep), 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 provides secretarial, data collection and administrative functions for all of USAID/Angola.

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:

The jobholder is responsible for the following administrative duties, including drafts all routine correspondence; initiates, modifies and maintains official files – hard copies and electronic, in accordance with regulations for the entire USAID/Angola team; arranges, in collaboration with the Program Management Assistant, for travel and transportation and ensures E-2 travel orders are prepared in a timely manner; drafts and sends country clearance cables; and screens incoming cables for management information and actions. The Administrative Assistant prepares travel vouchers within 5 days of completion of travel and controls/drafts correspondence and messages to include but not limited to country clearances, thank you notes and acknowledgements on behalf of the AID Rep and other offices as required. The jobholder researches and assembles information from the internet, technical references and HQs policies for guidance in completing various reports, presentations, and analyses. The jobholder assists with official visits and events and coordinates other activities with appropriate embassy agencies. He/she ensures that all bilateral agreements are logged for timely USAID/Angola signatures. The jobholder manages arrangements for official

USAID receptions (tracking official representation funds). He/she reports and accounts for all expenses, develops invitation designs and ensure that invitations are distributed, maintains a record of acceptances on a master guest list and supervises service providers, required. **(45%)**

- B. The jobholder receives and logs in all correspondence, using his/her own judgment and initiative in assigning actions and determining deadlines. He/She maintains the calendar for AID Rep 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; screens all in-coming calls for the entire mission; takes and distributes telephone messages. The jobholder is expected to liaise with the public, the Embassy and other AID offices on general day-to-day business. The jobholder maintains time and attendance records for the AID Rep. and, to extent required, for all other staff. The jobholder ensures safeguarding of sensitive but unclassified information and destroys when appropriate. He/She downloads and screens cable traffic and brings to supervisor's attention any relevant cables. The jobholder manages motor pool travel requests for AID Rep and all other team members. He/She maintains relationships with host country counterparts, implementing partners, visiting dignitaries, business leaders, and others on scheduling events and information requests. Creates graphic presentations as needed and manages mission-wide orders office supplies, reserves conference rooms for all teams and, as appropriate, structures agendas for a diverse range of USAID/Angola meetings, including those led by the AID Rep. The jobholder also takes notes USAID/Angola staff meeting notes on as needed basis for senior staff and other team members. **(45%)**
- C. In the absence of the Program Management Assistant, the jobholder will serve as back-up temporarily performing some program management duties. **(10%)**

III. MINIMUM QUALIFICATIONS

- **Education:** Two or more years of post-secondary schooling in the field of management or administrative studies (or a related field) is required.
- **Prior Work Experience:** Five years of progressively responsible office management, administrative, clerical or executive level secretarial experience is required. Experience with diplomatic missions, organizations devoted to development, or within the executive level of the private sector is required. Familiarity with organizing and planning executive level high-visibility events including logistics requirements is required.

CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.

- **Language Proficiency:** Level IV English and Portuguese (written and spoken) is required. The ability to draft in English is required.

IV. POSITION ELEMENTS

- **Job Knowledge:** Must have a good prior knowledge of executive office procedures. Successful performance in this position will require a good working knowledge of the organization and management structure of the USAID Mission, including a general knowledge of its objectives, activities and projects, as well as the overall structure of USAID. Successful performance will also require a good knowledge of the structure of the Government of Angola, other bilateral

development agencies, multilateral and international organizations, and non-governmental organizations and private voluntary organizations working in Angola.

- **Skills and Abilities:** The jobholder must have full professional proficiency in the use of the Microsoft Office suite platform. The jobholder must possess the ability to pay attention to details as well as oversee the smooth and efficient execution of work assignments under often tight deadlines. It is mandatory that the jobholder be a self-starter and possess the ability to initiate and carry out administrative duties independently on most tasks, seeking guidance from the supervisor other offices on relatively new actions. The jobholder must have the ability to organize the weekly and monthly USAID calendars and trackers. In addition, the jobholder will be expected to handle a large volume of non-routine tasks. Hence, a major prerequisite for the position is the ability to think creatively and seek new and untested solutions to ensure that the various assignments are completed on schedule and all of the USAID/Angola offices function smoothly. Possession of the following interpersonal traits is required: tact, courtesy, patience, adaptability, initiative, cooperativeness, resourcefulness, good judgment in determining priorities, demonstrated strength in problem-solving, and the ability to make decisions and to adjust to a diverse and ever-changing working environment. The jobholder must exercise a high degree of discretion in handling sensitive information in a fully confidential and trustworthy fashion.
- **Post Entry Training:** On the job training in USAID office and filing procedures, document clearance, interagency communications, familiarity with the USAID agency automated systems and an orientation to Agency's mission, USAID/Angola development activities, organizational structure and priorities, will be provided.
- **Supervision Received:** The Administrative Assistant is under the direct supervision of the Project Management Assistant, while the AID Representative provides assignments in terms of a discussion of the work to be performed and the Representative'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:** This is a non-supervisory position. However, the jobholder will provide administrative leadership and guidance to the entire mission on preparing work products, the format, logistics, and scheduling for all events including those for the AID Representative.
- **Available Guidelines:** The jobholder will use and become fully conversant in the USAID Automated Directive System (ADS) for policy on administrative support and official communications, official travel, and the USAID filing systems. The jobholder will be guided by the mission operating manual that establishes office procedures and clearance processes for the USG in Angola for official correspondence and other document formats. The jobholder will be fully conversant in US Embassy guidelines on correspondence formatting for communications with State Department officials. The jobholder will serve as the Mission's authority on USAID intranet resources.
- **Exercise of Judgment:** A high degree of judgment is required to identify requirements, anticipate problems, plan and execute effective actions, and coordinate and work with others. Judgment and discretion are particularly important in dealing with working-level contacts within IPs, and with high-level Embassy and host-government officials, such as the Office of the Ambassador, the Ministry of Foreign Affairs Protocol Office, key donors, and private-sector officials.
- **Authority to Make Commitments:** The Administrative Assistant has general authority to make appointments on behalf of the Director, and to relay instructions to members of the Mission staff on his/her behalf. The Administrative Assistant may make reservations on

behalf of travelers but may not independently commit the USG to the expenditure of funds.

- **Nature, Level, and Purpose of Contacts:** On a daily basis and as first point of contact for the AID Representative and other offices, the jobholder will exchange information, schedule meetings and provide introductions for visitors, contractors, USAID's Implementing Partners, Senior Government and Civic and Private Sector Officials, donors, employees from all offices, including USAID/RSA and other USG agencies at the US Embassy. The jobholder will be fully conversant in the general overall operation of the USAID Mission. The jobholder will directly liaise with the front office administrative staff of the US Ambassador to Angola. Contacts also pertain to establishing and understanding requests for meetings with all mission team members including the AID Rep's participation at events. The jobholder will also support all key mission events and handle logistics, as needed. On an occasional basis, contacts with high level visitors will take place and the jobholder may be asked to facilitate their travel and business plans with USAID/Angola. In all contacts, the jobholder is the focal point for the USAID Angola, for both American and local staff, other agencies of the US Government located in Angola, USAID/RSA, and with various host government organizations. The jobholder is expected to operate with the highest degree of diplomacy, tact and discretion in managing all communications and will only release information on a "need to know" basis. While the majority of contacts pertain to the exchange of time sensitive information, there are regular contacts within the Mission to provide guidance and follow up on deadlines related to motor pool, meeting and events planning and scheduling and other administrative duties assigned.
- **Time Expected to Reach Full Performance Level:** One year.

V. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The following factors, and points for each, will be the basis for the evaluation of applications meeting the required minimum qualifications. All applications will be evaluated based on the documentation submitted with the application. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation.

1. Work Experience: 45 points
2. Abilities and Skills: 40 points
3. Education: 15 points

How the Selection will be made:

The successful candidate will be selected based upon the following:

- A preliminary review of the applicant's submitted package (which includes the cover letter and CV) to establish that minimum educational, work experience and English writing fluency requirements are met;
- Assessments may include English writing skills, and Microsoft Office proficiency that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate;
- A personal face to face/virtual interview; and
- Reference checks.

USAID/SA's Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements before forwarding the rest to the Technical Office or Technical Evaluation Committee (TEC) for further review and assessment.

The TEC will review each of the forwarded applications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and/or possibly interviews. Based on the results of the tests an applicant may be dropped from the interview list.

Following the interview (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. The TEC Chairperson will conduct and document reference checks (Step 4) and advise the TEC members of the results of these checks. Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package. References will only be solicited for those interviewed applicants who are being considered for ranking.

Based on this final input, the TEC will make its final decision on candidate ranking, prepare a selection memo for the review and approval of the Contracting Officer, after which an offer of employment will be made to the successful candidate. Unsuccessful candidates who were interviewed will be contacted and advised of their non-selection. As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/SA.

Submitting an Offer:

- For an application to be considered complete, please include a high-quality one-page cover letter, explaining why you are qualified for the position and a CV of no more than 4 pages. Please send your application to jobapplicationsangola@usaid.gov. Failure to comply with these instructions may result in your application being considered "non-responsive" and eliminated from further consideration.
- Offers must be received by the closing date and time specified in **Section I**.
- To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number on the subject line of the email.
- The U.S. Mission in Angola provides 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. The United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations.
- **Only short-listed candidates will be contacted. Applicants who do not follow the application instructions may be dropped from further consideration. All applications should be communicated in English.**

Point of Contact:

- Odessa Sifora - jobapplicationsangola@usaid.gov

Applicability:

This position is open to Angolan citizens and Angolan permanent resident permit holders. USAID Southern Africa management will consider nepotism/conflict of interest, budget, need for continuity, and residency status in determining successful applications. Current USG employees on probationary status (i.e., within their first year of employment) are not eligible to apply.

The EEO complaint procedure is not 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.

References:

Three (3) references, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about your past performance and abilities. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation of the application.

VI. COMPENSATION

This position will be compensated in accordance with the U.S. Mission for Angola's Local Compensation Plan (LCP). The successful candidate's salary level will be based on prior job-related experience and salary history.

VII. REQUIRED FORMS FOR CCNPSC HIRES

Once the Contracting Officer 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 the forms.

VIII. BENEFITS

The plan includes basic salary, miscellaneous allowance, pension fund and medical aid subsidy.

IX. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO CCNPSCs

USAID regulations and policies governing CCNPSC 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> will be used for this contract.
3. Acquisition and 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>.