



# USAID | ASIA

FROM THE AMERICAN PEOPLE

RFP No. SOL-486-15-000030  
ISSUANCE DATE: September 28, 2015  
CLOSING DATE: October 26, 2015  
4.00 pm Bangkok Time

SUBJECT: Solicitation for Resident-Hire U.S Citizen Personal Services Contractor (USPSC) –  
Administrative Specialist, Executive Officer (EXO), USAID/RDMA

To All Interested Applicants:

This solicitation is a re-issuance of the requirement for an Administrative Specialist, Executive Officer (EXO), USAID/RDMA under SOL-482-15-000023 that closed on August 31, 2015.

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking an application (AID 302-3 and resume) from U.S. citizens interested in providing the PSC services described in the attachment.

Submissions shall be in accordance with the instructions to applicants provided in the attachment and delivered to the undersigned in Bangkok, Thailand at the place and by the time specified. Interested applicants must submit all the materials required by the solicitation and should retain for their records copies of all enclosures which accompany their applications. Only short listed candidates will be contacted.

Email submissions shall be sent to Ms. Suthicha Chussananalin, Acquisition Specialist, at the email address [schussananalin@usaid.gov](mailto:schussananalin@usaid.gov) with a copy to Mr. Paul Martin, Contracting Officer, at [pmartin@usaid.gov](mailto:pmartin@usaid.gov). To ensure delivery by the due date it is recommended that applications be sent in as email attachments. Applications that are received without a signature or incomplete applications will not be considered for the position.

**Permanent residence status and/or requisite visas and work permits for Thailand are required.**  
**USAID/RDMA will not provide any kind of assistance in obtaining the visa.**

This solicitation does not represent a commitment on behalf of USAID and the U.S. Government is not obligated to make an award or to pay for any costs associated with the preparation and submission of a proposal in response to this solicitation. USAID reserves the right to award all or none of the contracts contemplated herein, subject to availability of funds.

Applicants should retain for their record copies of all enclosures which accompany their applications.

Sincerely,

Paul Martin  
Regional Contracting Officer  
USAID/RDMA, Bangkok, Thailand

Mailing Address:  
USAID Box 47, APO AP 96546, USA

or

USAID/RDMA, Regional Office of Procurement (ROP)  
Athenee Tower, 63 Wireless Road, 25th Floor, Bangkok 10330, Thailand

**ATTACHMENT 1:**

1. **SOLICITATION NUMBER:** RFP no. SOL-486-15-000030
2. **ISSUANCE DATE:** September 28, 2015
3. **CLOSING DATE/TIME SPECIFIED FOR RECEIPT OF APPLICATIONS:** October 26, 2015 at 4.00 pm Bangkok Time
4. **POSITION TITLE:** Resident-Hire US PSC Administrative Specialist
5. **MARKET VALUE OF POSITION (Base Pay):** GS-12 equivalent (\$61,486 - \$79,936)  
Salary to be paid within this grade will depend on experience, qualifications, and salary history. The standard compensation package also includes a contribution for life and health insurance and a contribution to FICA.
6. **PERIOD OF PERFORMANCE:** To start as soon as possible for a period of one year from the date of award with the possibility of extensions depending on the need for continuation of such services, availability of funds, and satisfactory performance and the needs of the USAID Mission.
7. **PLACE OF PERFORMANCE:** Bangkok, Thailand
8. **SECURITY ACCESS:** Secret Clearance
9. **WORK HOURS:** 40 hours/week

**10. JOB DESCRIPTION:**

**A. SUPERVISION:**

The position is directly supervised by Deputy Executive Officer of the Executive Office, USAID/RDMA.

**B. INTRODUCTION AND BACKGROUND:**

**INTRODUCTION AND BASIC FUNCTION OF THE POSITION**

GENERAL: RDMA manages directly \$83 million in FY 2014 funds and supports program development and management in USAID missions throughout South East Asia. Under its recently approved Regional Development Cooperation Strategy, RDMA's four technical and five administrative support offices jointly serve as a knowledge management platform that provides thought leadership for USAID programs throughout the region, with particular emphasis on addressing the trans-boundary aspects of critical development challenges. RDMA implements regional programs across 24 Asian countries that promote sustainable, inclusive growth and enable vulnerable populations to better address risks that transcend borders and implements direct assistance in the non-presence countries of Thailand, Laos, and China, including Tibet. RDMA also serves as the forward operating base for the Asia Bureau to support implementation of USAID Forward reforms and Presidential Initiatives. With a total staff of 205, RDMA provides a customized mix of services, e.g., legal, financial, procurement, technical, and administrative to bilateral missions in Burma, Vietnam, Laos, Cambodia, Timor-Leste, Mongolia, Nepal, and Bangladesh.

EXECUTIVE OFFICE: The Regional Executive Office (EXO) is one of the largest offices in RDMA. The EXO office provides leadership and management expertise to a 31-person Executive Office which consists of two Foreign Service Officers (FSO), three U.S. Personal Services Contractors, and 28 Foreign Service Nationals (FSN). The Office manages the delivery of critical administrative support to this large and complex regional Mission and to client bilateral missions (Vietnam, Burma), non-presence countries with limited staff (Laos, China), and the Asia Regional Training Center (ARTC). The Office also supports hosted offices including the Offices of Transition Initiatives and Foreign Disaster Assistance. Significant administrative support is provided on an ad hoc basis to other USAID missions throughout Asia. The Office manages complex relations with the Embassy's Management Section, and other missions' OE budgets which, combined, exceed \$14 million. As an active member of the International Cooperative Administrative Support Services (ICASS) Committee, the Office advocates for USAID interests and cultivates professional relationships to collaborate closely with other agencies

at Post. The Office works closely with the Embassy Regional Security Officer to ensure the safety of all USAID employees.

**C. MAJOR ROLES AND RESPONSIBILITIES:**

**BASIC FUNCTIONS:**

The Administrative Specialist shall work for the RDMA Mission in Bangkok providing administrative support to RDMA and the region, including Burma, Vietnam, East Timor, China, and Laos.

**MAJOR DUTIES AND RESPONSIBILITIES:**

The Administrative Specialist shall assist RDMA with a range of administrative services including personnel management, International Cooperative Administrative Support Services (ICASS), Travel (E-2), general services [leasing, non-expendable property (NXP), and expendable property (EXP)]. The Administrative Specialist shall participate fully in the EXO operations with an eye to identify opportunities for efficiency and management vulnerabilities, and shall work with Mission staff to correct vulnerabilities – including mentoring and training FSN/PSC staff to increase their competencies and capabilities. The Administrative Specialist shall support the RDMA Mission and staff as follows:

- Interact with EXO staff to implement Mission policies and procedures governing Mission operations, particularly where Mission-specific guidance is not developed.
- Provide guidance in the implementation of travel regulations, and review entitlement travel requests for accuracy.
- Review general services (RDMA receives many services from ICASS service providers), identify weaknesses in Mission operations, and recommend/take remedial actions. Ensure the highest levels of customer service are provided. Cultivate professional working relationships with service providers.
- Ensure adequate controls are in place to track personal and real property and advise staff on the use of property management programs.
- Oversee security programs in place, including radio programs, physical security of office buildings and homes, and warden systems.
- Review office space for adequacy of maintenance programs, safety, and health programs, and provide recommendations for better utilization of space. Oversee requests for space and/or redesign.
- Assist Mission staff in the review of ICASS subscriptions, workload counts, budgets, and invoices; review OE budgets and procurement plans.
- Provide assistance with personnel management as needed.
- Provide coverage during absence of assigned Executive Officers.
- Perform other duties as assigned or required.

**D. EXERCISE OF JUDGMENT:**

The incumbent will often be expected to use his/her own personal, well-informed judgment in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion, and patience is expected from the incumbent in dealing with USAID/RDMA office personnel to resolve problems that arise during the course of work for which there is often no clear or immediate solution. The incumbent will also be required to follow and adhere to USAID's Code of Ethics and Conduct.

**E. SUPERVISION RECEIVED:**

The Administrative Specialist is expected to work with a high degree of independence. The incumbent is expected to assess and propose ideas for carrying out projects, or ways to streamline work. The incumbent exercises discretion and judgment in prioritizing and completing tasks.

**F. AVAILABLE GUIDELINES:**

Several guidelines are available, including, acquisition regulations, Foreign Affairs Manuals, Foreign Affairs Handbooks, and Agency policy, all of which require interpretation. The incumbent uses judgment and discretion in determining the intent of existing policy, and in interpreting and recommending revision of existing policy and regulatory guidance.

**G. NATURE, LEVEL AND PURPOSE OF CONTACTS:**

The purpose of contacts is to justify, defend, negotiate, or settle matters involving significant or controversial issues to achieve a common understanding and a satisfactory solution. Typical of such contacts are negotiating important milestones or timetables, or influencing or persuading others to use changed technologies about which there may be conflicting opinions.

**H. AUTHORITY TO MAKE COMMITMENTS:**

The incumbent will have no independent authority to commit U.S. Government (USAID/RDMA) funds on behalf of the U.S. Government.

**I. COMPLEXITY:**

The work includes broad functions and processes found in USAID administrative management offices worldwide, including a wide variety of duties requiring many different and unrelated processes and methods applied to a broad range of activities, or intensive analysis and problem-solving. Assignments normally involve several phases of the work being pursued concurrently with support from within and outside the organization. Decisions regarding what needs to be done include undefined issues requiring analysis to determine the nature and scope of problems encountered. The work requires the Administrative Specialist to recommend new concepts, theories, or programs.

**J. SCOPE AND EFFECT:**

The purpose of the work is to plan and carry out administrative programs that are vital to USG interests in Thailand and in the Region. Tasks to be accomplished are supported by regulations and Agency practice, and could involve recommending, developing and establishing new approaches and methods. The Administrative Specialist's recommendations affect administration of programs that are essential to the Mission.

**K. SUPERVISION/OVERSIGHT OVER OTHERS:**

This position does not have any direct supervisory responsibility. The incumbent may provide general guidance to executive office staff as needed.

**L. LANGUAGE PROFICIENCY:**

Level V, strong written and oral proficiency in English is required; a working knowledge of one of the languages in the South East Asia/Asia region is desirable. Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position.

**M. PHYSICAL CONDITION:**

The successful candidate will be required to pass a physical certification exam, paid for by the U.S. Government. USAID prohibits discrimination in hiring and employment on the basis of physical or mental impairment. USAID promotes, with reasonable accommodation, the full realization of equal employment opportunities for the disabled in recruitment, promotion, assignment, and training.

**N. WORK ENVIRONMENT:**

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated.

**O. OTHER REQUIREMENTS:**

The incumbent must be:

1. A US citizen;
2. In possession of, or able to obtain, a secret level security clearance. The successful applicant must be able to receive a USAID security clearance that involves an applicant's comprehensive background investigation performed by a US Government Agency.
3. In possession of, or able to obtain, a medical clearance. The successful applicant must receive medical clearance for serving in Thailand. Details of how to obtain US Department of State medical clearance will be provided.
4. Must already have appropriate visa or permit to work in Thailand.

**P. SELECTION CRITERIA:**

The following factors will be the basis for the evaluation of all applications. All applications will be evaluated based on the documentation submitted with the application. In addition to the forms required, applicants should provide a cover letter and a current resume/curriculum vitae (CV) addressing how they meet the requirements of each criterion. Candidates will be evaluated and ranked based on the following selection criteria:

1. Prior Work Experience (50 points):

- Experience coordinating support services and functions and knowledge of operation management in accordance with the major duties and responsibilities;
- Experience in supervising professional, technical, and clerical staff, including first-line supervisors of personnel, travel, and property management; and,
- Minimum of five (5) years of work experience, of which two (2) years must include supervisory experience overseas in progressively complex operation management or administrative management positions that have included human resources, property management, and other related functions.

2. Education (10 points):

- Bachelor's degree with significant study in or pertinent to a specialized field, including, but not limited to, international relations, business administration, economics, social sciences or other related fields.

3. Knowledge, Skills and Abilities (40 points):

- Expert knowledge of USG organizations (such as would be found in a Regional Office).
- Ability to apply principles and practices of supervision and experience in supervising professional, technical, and clerical staff, including first-line supervisors.
- Ability to write clear and comprehensive policies, procedures, reports, directives, and correspondence.
- Ability to conduct fact-finding activities concerning a variety of subjects and to develop analytical and effective recommendations; and the ability to plan, coordinate, and conduct special projects is required.
- Skill in interpersonal communications demonstrating the ability to clearly explain and support conclusions, recommendations, policies, and procedures to all levels of personnel.
- Excellent spoken and written English.

**Q. INSTRUCTIONS TO APPLICANTS:**

Interested individuals are requested to submit following:

1. Fully completed and hand-signed copy of an Optional Application for Federal Employment Form

(AID-302-3). Applicants should note that the salary history for the purposes of the AID-302-3 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc.

2. A current resume or curriculum vitae (CV);
3. Personal Information: full name, mailing address, email address, day and evening phone numbers, and country of citizenship;
4. A minimum of three and a maximum of five references, including two references which must be from direct supervisors who can provide information regarding the applicant's knowledge.
5. Information on current or prior U.S. Government security or employment authorization clearance and current or prior U.S. Government/employment medical clearances.
6. **Proof of required residency permit/visa.**

NOTE: Submission of a resume alone **IS NOT** a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment.

This office must receive your application prior to the closing date and time specified in this solicitation. Late applications will not be considered. Please note all applications must be signed – **unsigned applications shall NOT be considered**. Please reference the solicitation number on your application, and as the subject line in any cover letter.

#### **R. Selection Process:**

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accord with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. 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. Only finalists will be contacted by USAID with respect to their applications.

#### **S. ADMINISTRATIVE REQUIREMENTS AND LOGISTICAL SUPPORT:**

As a matter of policy, and as appropriate, a PSC recruited is normally authorized the following benefits and allowances:

##### **1. BENEFITS:**

- Base Salary
- Employer's FICA and Medicare Contribution\*
- Contribution toward Health & Life Insurance
- Pay Comparability and Adjustment
- Annual Salary Increase
- Eligibility for Worker's Compensation (USPSC only)
- Annual & Sick Leave

*\* Note: If a US citizen, the contractor's salary will be subject to employee's FICA and Medicare contribution.*

2. **FEDERAL TAXES:** USPSCs are not exempt from payment of Federal income taxes.

##### **3. SECURITY AND MEDICAL CLEARANCE:**

A Secret Clearance is required. Medical clearance is required.

##### **4. CONTRACT INFORMATION BULLETIN (CIBs) AND ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDS) PERTAINING TO PSCS:**

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contract. Those documents can be found at this website:

[http://transition.usaid.gov/business/business\\_opportunities/cib/](http://transition.usaid.gov/business/business_opportunities/cib/)

Additionally, AIDAR Appendix D can be found at: <http://transition.usaid.gov/policy/ads/300/aidar.pdf>

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

*- End of solicitation -*