



USAID | SRI LANKA

FROM THE AMERICAN PEOPLE

SOLICITATION #: 02-24

ISSUANCE DATE: December 26, 2023

CLOSING DATE/TIME: January 16, 2024

SUBJECT: USAID/Sri Lanka and Maldives Employment Opportunity
Solicitation for an Administrative Management Assistant (FSN-08)

TO: All Interested Applicants

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified Sri Lankan citizens to provide services as an Administrative Management Assistant (FSN-08) under a Personal Services Contract (PSC), as described in the attached solicitation. The place of performance for this position will be Colombo, Sri Lanka.

Submission shall be in accordance with Attachment 1 of this solicitation, at the place and 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 applicants will be contacted.

Submissions will only be accepted via hrcolombo@usaid.gov by the closing date and time, January 16, 2024. Applications that are incomplete, unsigned, received after the closing date will not be considered. Phone calls or e-mail to any address other than the one specified in this solicitation will not be accepted.

This solicitation in no way obligates USAID to award a PSC, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions regarding this solicitation should be in writing and directed to the undersigned at: hrcolombo@usaid.gov.

Sincerely,

Julie Ota
Contracting Officer

The U.S. Mission in Sri Lanka/Maldives 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. USAID/Sri Lanka and Maldives also strives to achieve equal employment opportunity in all personnel operations.

ATTACHMENT 1

I. GENERAL INFORMATION

1. **SOLICITATION NUMBER:** 02-24
2. **ISSUANCE DATE:** December 26, 2023
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** January 16, 2024, at 1700 hours Sri Lanka local time
4. **POINT OF CONTACT:** HR Specialist, e-mail at hrcolombo@usaid.gov
5. **POSITION TITLE:** Administrative Management Assistant
6. **MARKET VALUE:** Equivalent to CCNPSC **Grade 08 (Step 1 USD 9,807 /- to Step 14 USD 16,372 /- per annum)**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Sri Lanka, final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Renewable contract(s) contingent upon overall satisfactory performance, continued need of the position, and availability of funds. Estimated to start upon completion of the recruitment process and obtaining necessary clearances.
8. **PLACE OF PERFORMANCE:** Colombo, Sri Lanka
9. **ELIGIBLE OFFERORS:** All applicants must be Sri Lankan citizens; the applicant must be a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
10. **MEDICAL AND SECURITY CLEARANCE:** The selected candidate must be able to obtain the required U.S. Government security and medical clearances in advance of hiring. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made will be rescinded. Details on how to obtain the clearances will be provided once a job offer is made and accepted. You must be available to start work as soon as valid medical and security clearances are obtained. This availability must be indicated in your cover letter.

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The incumbent serves as the Administrative Management Assistant within the Executive Office and reports directly to the Executive Officer (or designee). This incumbent will also provide administrative assistance to the Office of Financial Management (OFM) and the Office of Acquisition and Assistance (OAA), and is a backup for the Mission Director's Administrative Management Assistant. EXO provides administrative management services to all staff across the Mission, which includes Human Resources, Information Computer Technology, Travel services, Communications and Records, and general operational/logistic support. Therefore, EXO's Administrative Management Assistant provides

support for Mission-wide events and priorities. The incumbent is expected to be pro-active by anticipating the Mission's needs, seeking to improve efficiency, and providing quality customer service.

2. *Statement of Duties to be Performed.*

Administrative Management:

40%

- Receives and places phone calls, sends and receives e-mails and faxes, and sets up meetings and makes appointments at the request of the supervisor.
- Schedules appointments based on a good knowledge of the Office Director's commitments and maintains the Office calendar, reminding the supervisor and others of meetings and appointments.
- Submits service requests in ticketing systems, such as My Services and EXO Services, on behalf of the offices' staff, and at times for other Mission employees. Follows up with the service provider to ensure quality and timely processing of the request.
- Drafts and edits memos, letters, and documents for the Executive Officer's signature; routes documents from clearance; and scans signed copies for electronic files and/or to send out as correspondence.
- Maintains and updates regularly the Mission's phone list, including the emergency call tree. Coordinates updates with Embassy directories and phone lists.
- Maintains the logbook on Mission Orders and Mission Notices to ensure that they are posted online and distributed electronically. Reviews and formats draft Mission Orders for consistency.
- Functions as a Records Management File Custodian responsible for organizing and maintaining an up-to-date filing system for the Executive Office and completing regular file plan reporting. Backs up Communications and Records Assistant, as necessary.
- Maintains and updates trackers for the Office of Acquisition and Assistance as needed.
- Planning and organizing for Mission wide events, including leading organizing committee, sending invites, collecting RSVPs, reserving venues, arranging official funding, collecting voluntary donations, requesting the necessary supplies.

Travel Management Services:

40%

- Functions as the Mission's Subject Matter Expert on USG travel regulations; provides expert guidance on application and interpretation of travel regulations; stays current on changes to travel regulations and policies and communicates them to the Mission, as necessary.
- Arranges Travel for EXO, OAA, and FMO staff, including drafting Travel Authorizations, booking hotels, making flight reservations, assisting with visa requirements and eCountry Clearances, coordinating Motor Pool requests, and preparing travel related vouchers.
- Facilitates travel arrangements and logistics for incoming TDY staff. Assists TDYers with visa requirements, applications, and electronic Country Clearances, and tracks TDY staff in Sri Lanka and Maldives for emergency accountability purposes.

Purchasing Agent:

20%

- Serves as the Purchasing Agent for the Mission administrative procurements - receives and evaluates procurement requests; solicits bids from local and international vendors; negotiates prices; obtains funds availability from OFM; ensures all procurements comply with USG contracting regulations; drafts negotiation memos; and maintains procurement files in USAID's electronic filing system (ASIST).
- Functions as the Mission subject matter expert for simplified acquisitions. Stays current on changes in contracting regulations, policies, and procedures. Advises the Contracting Officer on the changes.
- Receives invoices and completes vouchers to process payments for vendors. Ensures that payments are accurate and processed in a timely manner.
- Prepares requisitions in the USAID's procurement system (GLAAS) or submits requests to the U.S. Embassy's procurement sections. Follows up with the U.S. Embassy Procurement to ensure quality and timely processing of the request.
- Conducts market research; develops and maintains a network of vendors for commonly purchased items and services; assesses the quality of goods and services received to make a determination of best value for the USAID.
- Leads EXO and the Mission in developing an annual procurement plan for administrative purchases. Takes initiative in implementing the plan.
- Maintains procurement logs and subscription renewals; responds to data calls and taskers related to administrative procurement.

3. *Supervisory Relationship*

- The Administrative Management Assistant receives supervision from the Office Chief, and/or his/her designee, who provides assignments in terms of a discussion of the work to be performed, and office priorities. Most work occurs as a result of normal office operations, but special activities may be assigned at any time. The Administrative Management 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.

4. *Supervisory Controls*

- Guidance may be provided to administrative staff mission wide. However, continuing full supervision of other Mission staff is not contemplated.

5. *Available Guidelines*

- In addition to oral and written instructions from the supervisor, guidelines include USAID Mission Orders, Administrative Notices, USG Regulations, and other guidance and directives from the Automated Directives System (ADS), USAID Fact Sheets, E-mails, and other standard operating processes sources. The Administrative Management Assistant is expected to develop expertise in USAID's travel, procurement, and administrative management regulations, including other federal regulations such as the Foreign Affairs Manual, Federal Travel Regulations, and the Federal Acquisition Regulations.

6. *Exercise of Judgment*

- The Administrative Management Assistant must use sound judgment in addressing tasks and responsibilities, and in setting work-related priorities. This is particularly important in dealing with working-level contacts within the Mission, U.S. Embassy, and with contractors/grantees, implementing partners, other donors, and host-government officials.

7. *Authority to Make Commitments*

- Within the scope of the assignment, the Administrative Management Assistant is regularly called upon to maintain calendars and/or otherwise schedule meetings; to advise staff, callers, and visitors when work items or particular individuals will be available; and, to otherwise provide appropriate information. The Administrative Management Assistant is not authorized to independently commit the USG to the expenditure of funds.

8. *Nature, Level, and Purpose of Contacts*

- The incumbent has frequent and daily contact with all members of the USAID staff, including Mission Director and Deputy Mission Director, as well as employees working at the U.S. Embassy. Must develop and maintain a network of subject matter experts in administrative management, travel, and procurement at other missions and at USAID/Washington. Must maintain contacts with local vendors. Contacts will be maintained in person, by phone, or by written or electronic communication with Office and Mission staff, and with relevant senior Host-Government officials, private-sector representatives, and staff of other foreign donor institutions. The nature of these contacts will be principally administrative.

9. *Time Expected to Reach Full Performance Level:*

- One year.

10. *Physical Demands*

- The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Any application that does not meet the requirements stated below will not be evaluated. Only short-listed applicants will be contacted. If you have not been contacted within one month from the closing date of this advertisement, please consider your application unsuccessful.

- Education:** College/University studies in business management, public administration, finance, accounting, or Human Resources
- Prior Work Experience:** A minimum of three years of administrative, secretarial, finance, or accounting work experience is required, of which two years should be in related work with a U.S. Government Agency, Non-Governmental Organization (NGOs), other donor organization, host-government organization, or private-sector institution.

- c. **Post Entry Training:** The Administrative Management Assistant will be provided familiarization training on USAID operations, and on specific regulations and procedures (such as records management, travel, and correspondence management). Additional training in-country may be provided from time to time, depending on course offerings and the availability of space and fund.
- d. **Language Proficiency:** Level 4 (advanced professional proficiency) English and Sinhala or Tamil, both oral and written, is required.
- e. **Job Knowledge:** The Administrative Management 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 knowledgeable, or able to quickly become knowledgeable, of overall USAID Executive Office responsibilities and activities, as well as possess a very good knowledge of standard office procedures and practices. The Administrative Assistant must have an excellent understanding of USG file management, mail handling, and correspondence formatting procedures.
- f. **Skills and Abilities:** The Administrative Management Assistant must possess excellent attention to detail, critical thinking, and interpersonal skills. Must take initiative, work independently and set priorities with little supervision. Must organize and manage time efficiently, 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 Management Assistant must be proficient in using the Internet and E-mail programs as designated.

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>.

To be considered for this position, applicants must meet the required qualifications stated above. For those who it is determined meet the required qualifications, further consideration and selection will be based on panel assessment of the Selection Criteria listed below:

- a. Prior Work Experience
- b. Language Proficiency
- c. Job Knowledge
- d. Skills and Abilities

USAID reserves the right to conduct interview with the top ranked short-listed applicants. The interview will be one of the determining factors in the final selection. Reference checks will be conducted for top candidate(s).

SUBMITTING AN APPLICATION

Step 1: Visit the following website: <https://www.usaid.gov/sri-lanka/careers> and download Form AID 309-2 - Offeror Information for Personal Services Contracts with Individuals

Step 2: Complete Form AID 309-2. The applicant must answer all the questions in the form.

Step 3: Compile the below documents as one attachment:

1. Completed Form AID 309-2 (Incomplete forms will is not accepted)
2. Cover letter explaining your qualifications for the position.
3. Updated curriculum vitae/resume (no more than five pages)
4. Names of at least five non-related references with current telephone numbers and e-mail addresses
5. Copies of all relevant certificates

Step 4: Submit the attachment via email to hrcolombo@usaid.gov.

Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors: The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding or submit an approved reasonable accommodation to the Contracting Officer. If the contractor does not meet this requirement the contract may be terminated. **See "Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042" in Section VI below*

III. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

- (1) Conditional Offer Letter
- (2) Salary Offer Letter
- (3) Security Eligibility
- (4) Medical clearances or Statements
- (5) Other required documents
- (6) Negotiation memo with responsibility determination

IV. BENEFITS AND ALLOWANCES

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

BENEFITS:

- (1) Christmas Bonus

ALLOWANCES (as applicable):

- (1) Medical Allowance
- (2) Miscellaneous Benefit allowance

V. TAXES

LE Staff are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

VI. USAID REGULATIONS, POLICIES, AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN and 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

PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES

Subpart 52.2—Text of Provisions and Clauses

52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70.

Insert the following clause in all solicitations and contracts for personal services with individuals performing in the United States or its outlying areas. COs may incorporate this requirement into new solicitations and resulting contracts for personal services with individuals performing outside of the United States or outlying areas (United States National (US), Cooperating Country National (CCN), and Third Country National (TCN), depending on local conditions.

ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)

(a) *Definition.* As used in this clause - *United States or its outlying areas* means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) *Authority.* This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) *Personal Services Contracts with individuals.* As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)

Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter,

“Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

- (2) **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms/aid-309-1>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

(A) ITEM NUMBER	(B) SUPPLIES/ SERVICES (DESCRIPTION)	(C) QUANTITY	(D) UNIT	(E) UNIT PRICE	(F) AMOUNT USD
0001	Compensation Basic Salary = Grade (equivalent): 08 Step (equivalent): (XX) <i>as per the Local Compensation Plan (LCP)</i>	1	USD	XXX	XX
0002	Benefits Medical Allowance Misc. benefit allowance Bonus EPF ETF Total other cost	1 1 2	USD USD Months	XXX	XX
	Grand total payable in contract			XXX	
	Contract Daily Rate /1			XX	
	Contract Hourly Rate /1			XX	

- (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>.

(5) **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>. The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.