



USAID | SRI LANKA

FROM THE AMERICAN PEOPLE

SOLICITATION #: 08-22

ISSUANCE DATE: July 11, 2022

CLOSING DATE/TIME: July 28, 2022

SUBJECT: USAID/Sri Lanka and Maldives Employment Opportunity Solicitation for an Administrative Assistant (Office of Economic Growth) (FSN-07)

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 Administrative Assistant (FSN-07) under a Personal Services Contract, 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.

Submission will only be accepted sent via hrcolombo@usaid.gov by the closing date, July 28, 2022. Incomplete, unsigned, or applications 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 contract, 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,

James Mayer
Supervisory Executive Officer
USAID/ Sri Lanka and Maldives

ATTACHMENT 1

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 08-22
- 2. ISSUANCE DATE:** July 11, 2022
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** July 28, 2022 ; 1730 hours
- 4. POINT OF CONTACT:** HR Specialist, e-mail at wilangasinghe@usaid.gov
- 5. POSITION TITLE:** Administrative Assistant
- 6. MARKET VALUE:** Equivalent to CCNPSC Grade *07 (Step 1 USD 7342/-/- to Step 14 USD 12,477/- 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. 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 is 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 Administrative Assistant serves as the principal administrative support person for the Economic Growth Office Chief and reports to him/her directly and/or his/her designee, operating independently to ensure that administrative functions are performed effectively, efficiently, and in a manner that promotes harmony and problem-solving, ensuring other Office staff members may be more effective.

The Administrative Assistant is the primary contact person responsible for 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 U.S. Embassy, USAID/Washington, and other customers. In this capacity, the Administrative Assistant is responsible for coordinating information about the Office and making sure that information gets to customers on a timely basis and in a professional manner.

The Administrative Assistant is in the Economic Growth Office but will also split his/her time and support the Executive Office as a Roving Secretary and Travel Assistant for the Mission on an as needed basis.

2. Statement of Duties to be Performed

Administrative Assistant for Economic Growth Office 50%

- A. The Administrative Assistant receives and places phone calls, sends and receives email and faxes, and sets up meetings and makes appointments at the request of the supervisor and other Office staff with Mission, Host Government, Implementing Partners (IPs), Non-Governmental Organizations (NGO), donor organizations, private-sector, and other contacts; arranges transportation, as needed; and, takes minutes when requested. The Administrative Assistant 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. The Administrative Assistant takes messages in the absence of the Office Director and other staff, directing callers to other staff members, or answering questions personally; prepares visitor access requests, receives and assists visitors, answers questions, or directs them to a staff member who can assist them; schedules meetings for the Office Director, and ensures that attendees are briefed or provided proper background material for meetings; and, participates in arranging for conference/meeting room space as required by the size of the group and maintaining conference/meeting room schedules, in coordination with other Mission administrative staff. The Administrative Assistant meets with other Mission support staff on a regular and recurring basis to update and improve standard operating processes.
- B. The Administrative Assistant maintains control of correspondence for the Office, including program/project/activity files provided by Contracting/Agreement Officer's Representatives (CORs/AORs) and other Specialists, establishing and maintaining computerized tracking systems to track Office actions, providing weekly reports to the Office Director, receiving and screening Office mail not addressed to a particular individual, drafting responses to routine correspondence and letters, distributing incoming official mail to Office personnel and attaching pertinent background material, and searching files and records to assemble background information for correspondence and other pending actions. The Administrative Assistant reviews outgoing mail for proper address, routing, attachments, etc., prior to dispatch, reviewing outgoing correspondence for accuracy and conformance with Mission formatting procedures and special instructions. The Administrative Assistant distributes internal policies and procedures and, as necessary, maintains a tracking system of when staff received new policies and/or procedures.
- C. The Administrative Assistant establishes and maintains files according to standards set by the Mission Correspondence and Records (C&R) Technician/Supervisor in the Executive Office (EXO) and by USAID/Washington, marks correspondence and other documents for filing, and

files accordingly. Reviews all correspondence prepared in the Office or elsewhere for the supervisor's signature, corrects errors by drafters and edits correspondence, and ensures that responding correspondence meets requirements posed by incoming correspondence to which it pertains. The Administrative Assistant maintains and updates handbooks, operating procedures, and other documents, such as visitors' lists, telephone listings, personnel rosters, and leave, travel, and training schedules.

- D. The Administrative Assistant uses computer and web-based word processing, spreadsheets, and software applications in the performance of a variety of assignments. Drafts electronic country clearances (eCCs); reports time and attendance; assists incoming personnel with check-in procedures and departing personnel with checkout procedures; prepares travel requests for the Office staff for official travel. Types a variety of correspondence, creates electronic trackers, develops charts, and prepares other documents in draft and final form, proof-reading for format and consistency with standard formatting requirements prior to submitting for signature. As required, the Administrative Assistant locates documents routed for clearance, and obtains and tracks clearances and signatures.

Roving Secretary and Travel Assistant 50%

- A. The Administrative Assistant as required by workload, may be assigned to the Front Office, or assigned to support other office Administrative Assistants, during the absence of the job holder. The Executive Office will provide the incumbent with work guidance and assignments with the concurrence of the Office Director for Economic Growth. When there are no roving secretary or travel responsibilities, the Administrative Assistant will be 100% dedicated to the Office of Economic Growth.
- B. The Administrative Assistant will provide Travel Management Services to the whole Mission in coordination with the Administrative Management Assistant in the Executive Office. The duties are as follows:
- Arranges Travel for Mission staff, including drafting Travel Authorizations, booking hotels, making flight reservations, assists with visa requirements and eCountry Clearances, coordinate Motor Pool requests, and prepare travel related vouchers.
 - Functions as a 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.
 - Facilitates travel arrangements and logistics for making hotel reservations for incoming TDY staff. Assists TDYers with visa requirements, applications, and electronic Country Clearances, Tracks TDY staff in Sri Lanka and Maldives for emergency accountability purposes.

3. Supervisory Relationship

The Administrative 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. 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. The Executive Office will provide the incumbent with work guidance and assignments with the concurrence of the Office Director for Economic Growth.

4. Supervisory Controls

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.

6. Exercise of Judgment

The Administrative 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, IPs, other donors, and host-government officials.

7. Authority to Make Commitments

Within the scope of the assignment, the Administrative 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 Assistant is not authorized to independently commit the USG to the expenditure of funds

8. Nature, Level, and Purpose of Contacts

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.

- a. Education:** College/University studies in business management, public administration, finance, accounting, or Human Resources.
- b. Prior Work Experience:** A minimum of three years of administrative or secretarial work experience, of which two years should be in related work with a U.S. Government Agency, Non-

Governmental Organizations (NGOs), other donor organizations, host-government organizations, or private-sector institutions.

- c. **Post Entry Training:** The Administrative 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 funds.
- d. **Language Proficiency:** *(List both English and host country language(s) proficiency requirements by level (II, III, IV) sp/rd/wr: Level 4 (advanced professional proficiency) in English and either Sinhala or Tamil, is required.*
- e. **Job Knowledge:** The Administrative Assistant should be familiar, or able to quickly become familiar with the responsibilities and activities of the Office of assignment, as well as possess a general knowledge of standard office procedures and practices. The Administrative Assistant should have the ability to develop an excellent understanding of USG file management, mail handling, and correspondence formatting.
- f. **Skills and Abilities:** The Administrative Assistant must be proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as designated. The Administrative Assistant must be proficient in using the Internet and Email.

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
- e. Reference Verification

Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application and reference checks. References will be asked to assess the

applicant's technical knowledge, work performance, communication skills, and group dynamics, using the above criteria.

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.

SUBMITTING AN APPLICATION

Step 1: Visit the following website: <http://www.usaid.gov/sri-lanka/careers> and download Form DS-174: Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (also at <https://www.usaid.gov/documents/1860/ds-174-form>).

Step 2: Complete Form DS-174. The applicant must answer all the questions in the form.

Step 3: Compile the below documents as one attachment:

1. Completed Form DS-174 (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 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 LKR
0001	Compensation Basic Salary = Grade (equivalent): 7 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.