



**USAID**  
FROM THE AMERICAN PEOPLE

**SRI LANKA**

**SOLICITATION #:** 03-23

**ISSUANCE DATE:** May 22, 2023

**CLOSING DATE/TIME:** June 09, 2023

**SUBJECT:** USAID/Sri Lanka and Maldives Employment Opportunity Solicitation for an Administrative Assistant (Mission Director) (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 Administrative Assistant (Mission Director) (FSN-08) 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](mailto:hrcolombo@usaid.gov) by the closing date, June 09, 2023. 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](mailto:hrcolombo@usaid.gov).

Sincerely,

Ann Bacon  
*Supervisory Executive Officer*

## **ATTACHMENT 1**

### **I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** 03-23
- 2. ISSUANCE DATE:** May 22, 2023
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** June 09, 2023, at 1700 hours
- 4. POINT OF CONTACT:** HR Specialist, e-mail at [hrcolombo@usaid.gov](mailto:hrcolombo@usaid.gov)
- 5. POSITION TITLE:** Administrative Assistant (Mission Director)
- 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. 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 incumbent serves as an Administrative Assistant/Office Manager to the Mission Director and Deputy Mission Director. Incumbent performs Protocol management services and transactions, and maintains host-government, other donor, and important private-sector contacts. Manages the Mission Director's Representational Funds by directing financial resources in the most efficient and effective capacity. Supervises and conducts the planning of major engagements, VIP visits, larger representational events, and other work-related functions both large and small. This includes managing the development of guest lists, preparation of invitations and the tracking of and following up on acceptance and regrets. Extends telephonic invitations when required; accurately writes and address invitations; and has invitations delivered in a timely manner. Works as a liaison to General services Office (GSO) for events and maintenance at the Mission Director's Residence. Submits work orders and service requests on behalf of the Mission Director and Deputy Mission Director. Provides

scheduling, work guidance, and tasks to the MD Driver ensuring that arrangements for transportation for the Director's Office is accurately executed and, that the driver is aware of the venue of all meetings and evening engagements for the Mission Director and Deputy Director. The incumbent will also provide administrative services to the Maldives Office.

*2. Statement of Duties to be Performed*

**Office Management**

**30%**

The Job Holder ensures effective and productive operations within the Office of the Mission Director. Properly administers financial resources, expendable supplies and equipment. Transmits instructions on behalf of the Director Office to staff members, follows-up with staff members to ensure that various commitments are met, and keeps the Director and Deputy Director informed of current status. Maintains the tracking of important documents which come into the front office, particularly those requiring urgent attention, to assure they are properly addressed and concerned offices are informed of the documents' whereabouts if asked. Uses fast and sound judgment in managing financial, physical and human resources, screening telephone calls, referring important actions to other office staff when supervisor is unavailable, and handling routine matters and special projects independently when it is not necessary to involve the Director or Deputy Director. Makes appointments, handles principal telephone business, monitors the timely preparation of materials needed for meetings, trips, speaking engagements and compiles portfolios for all such activities. Receives, reviews and controls incoming and outgoing correspondence. Establishes and supervises the maintenance of office files, updates manuals and handbooks, and organizes paperwork flow for the office in a manner which allows quick retrieval of materials.

**Administrative duties**

**30%**

The Job Holder schedules meetings for the Mission Director and Deputy Mission Director. Arranges appointments with host-government (Ministers, State Ministers and Secretaries) and private sector officials for both Mission Director and Deputy Director as required and for other USAID personnel. Maintains the calendar on Google Calendar for the Director and Deputy Director, makes necessary arrangements for meetings, and advises of potential scheduling conflicts and upcoming events for daily and weekly meeting. Assures sufficient time is allowed to prepare for and/or travel to and from meetings. Advises Director and Deputy Director of calendar entries and/or changes and reminds them of scheduled appointments and provides them with a daily and weekly list of appointments, including afterhours schedules.

Trouble shoots and resolves problems; directs Mission Director's Representational Funds; provides guidance to staff on related issues in area of delegation of authority; handles telephone calls from other sections which have queries from various organizations to high-ranking Government officials.

**Information Management****20%**

The Job Holder Supervises high-level and routine correspondence within the Office of the Director. Independently drafts correspondence for approval and responds to correspondence within area of authority. Prepares memos and official correspondence for the Director and Deputy Director's signature and arranges for appropriate delivery of correspondence. Maintains knowledge of grammar, spelling, punctuation, and correct format, for outgoing correspondence making sure that the USAID branding logo instructions are followed by all employees. Stays current on formats for cable, memos, letters and documentation for the Ambassador's Office at the Embassy. When cables and letters from other offices come to the Front Office with errors, or formatting problems (as is frequently the case), provides guidance for needed correction or corrects documents directly. Maintains filing system for the Director's Office files on all major business in the Mission.

Submits requests for office supplies, repairs on office equipment, printing services, and maintenance for the Director's and Deputy Director's residences. Keeps the Mission Director and Deputy Director's business cards in stock and reorders when required. Regularly updates telephone listing of important contact telephone numbers and addresses. Sorts, safeguards, prioritizes incoming mail and telegraphic traffic, alerts responsible parties to priority action items. Screens telephone calls and responds to inquiries. As needed, translates messages and correspondence arriving in Sinhala into English in order to direct actions to appropriate office.

**Liaison and Communication****10%**

The Job Holder Maintains liaison with the Ambassador's Office and other principal offices of the U.S. Embassy; and Consular section to ensure that high ranking government officials have their visa appointments setup. (This is done in the full interest of the U.S. Government). Sets up appointments with the Ambassador's Office for Sri Lanka Government officials when USAID is involved.

Liaises with host government officials (Ministers, State Ministers and Secretaries) in order to facilitate their communication with the Ambassador's Office and ensure that promised actions are followed up, for example, requests for information.

**Process/Events/Resource Management****10%**

Manages operations for the staff in the Office of the Mission Director. Conducts financial administration of the Mission Director's Representational Funds. Directs both equipment and expendable supplies. Makes domestic and international travel arrangements for the Director and Deputy Director. Assures arrangements for large meetings and conferences are made, including meeting rooms, meals, ground transportation, clerical support, translation services (if required); etc. Handles the Director's representational files. Based on itinerary, brief notes, and receipts, prepares travel vouchers for the Mission Director and the Deputy Director and forwards to Controller's office. Composes correspondence relating to office operations; instructions to mission staff, thank you notes, "RSVPs" and "regrets" for the Director and Deputy Director when cultural sensitivities must be respected. Job Holder will have

significant contributing role on July 4<sup>th</sup> event, official VIP visits, partner meetings and retreats.

*3. Supervisory Relationship*

Receives direct supervision from the Mission Director or his/her designee and work assignments from the Mission Director, his/her designee and the Deputy Director. Most work occurs as a result of normal office operations, but special activities may be assigned at any time. The incumbent independently plans and carries out assignments and is responsible for the accuracy their personal work. Work is normally reviewed in terms of results achieved and in meeting office objectives.

*4. Supervisory Controls*

The supervision of other USAID staff is not contemplated, however, provides scheduling, work guidance, and tasks to the MD's Driver.

*5. Available Guidelines*

In addition to oral and written instructions from the superiors, guidelines include USAID Mission Orders, Administrative Notices, USG Regulations, and other guidance and directives from the Automated Directives System (ADS), USAID Fact Sheets, emails, U.S. Embassy Notices and other sources.

*6. Exercise of Judgment*

The incumbent exercises sound judgement in the management of staff, financial resources and disposable resources. The incumbent prioritizes and manipulates scheduling independently to meet the needs of Mission Director and Deputy Director. Frequently makes decisions regarding Mission Director and Deputy Director's schedule. Determines assignments of actions and correspondence to mission offices. The incumbent is strategic and tactful with verbal communication both to the GoSL and Embassy staff. Exercises good judgement in determining priorities and making decisions and has the ability to work under pressure to meet deadlines.

*7. Authority to Make Commitments*

None

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

Job Holder maintains contact with Host Country (Ministers, Deputy Ministers, Secretaries), U.S. Embassy and other Donor officials at the highest levels for purposes of managing events and scheduling meetings and preparing related program documentation. In USAID, contacts Director, Deputy Director, Team Leaders and other senior staff in the U.S. Embassy, to Ambassador's office and offices of other key U.S. Embassy staff to set up appointments and request information.

*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:** Minimum of two years of College or University studies in Secretarial Science or Business Administration is required.
- b. Prior Work Experience:** Minimum of three years of progressively responsible experience is required. Experience in Executive Secretarial; Office Manager or Administrative positions is required.
- c. Post Entry Training:** On-the-job training in USAID-specific procedures will be provided; attendance at appropriate formal USAID courses will be based on need, course offerings, and the availability of funds.
- d. Language Proficiency:** *(List both English and host country language(s) proficiency requirements by level (II, III, IV) sp/rd/wr: Fluent English and Sinhala and/or Tamil at 4/4 level.*
- d. Job Knowledge:** Knowledge of PCs: Must be proficient in the Google Suite and Microsoft Word; Microsoft Excel; Microsoft PowerPoint. Knowledge of management and administrative concepts and practices affecting subordinate section/units. Knowledge and views sufficient to enable the incumbent to perform duties such as developing material for the Director and Deputy Director's use in public speaking engagements. Problem solving ability to direct resources, correspondence and staff independently. An understanding of the social mores of the country; the ability to obtain good knowledge and understanding of USAID procedures and regulations pertaining to the administrative area, communications and records program, and USAID programs and policies. The ability to obtain a good working knowledge of Department of State and protocol.
- e. Skills and Abilities:** Skills in supervising, advising and instructing office staff in subordinate sections/units concerning matters on protocol, format, management, memos, reports, correspondence, scheduling the Google calendar and telephone procedures. Knowledge of financial and physical resource management, personnel record keeping procedures to maintain files of personnel regulations, directives, and references. Ability to analyze office procedures, determine needs, and reorganize data and procedures without instruction. Ability to gather information and draft complex correspondence independently within area of authority. Highly developed verbal communication ability to work with the Embassy staff and the GOSL tactfully and patiently. Ability to use judgement to analyze information and take appropriate actions (phone calls, prioritizing work, etc.). Adaptability, initiative, cooperativeness, resourcefulness, good judgement in determining priorities and making decisions, and mature judgement in dealing with all types of personalities. Ability to work under pressure to meet deadlines. The incumbent must be proficient in keyboarding, including at least Level II typing ability (40 words per minute), and in operating computers with standard software, including Google Suite, Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as designated. The incumbent 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](mailto: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](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	<b>Compensation</b> Basic Salary = Grade (equivalent): 8 Step (equivalent): (XX) <i>as per the Local Compensation Plan (LCP)</i>	1	USD	XXX	XX
0002	<b>Benefits</b> Medical Allowance Misc. benefit allowance Bonus EPF ETF Total other cost	1 1 2	USD USD Months	XXX	XX
	<b>Grand total payable in contract</b>			<b>XXX</b>	
	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](mailto:PSCOmbudsman@usaid.gov).