

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

Solicitation for Local Hire U.S. Citizen Personal Services Contractor (USPSC)

USAID Solicitation Number 154-10-028

OPEN TO:	U.S. Citizen Family Member (AEFM) Candidates ONLY – All Agencies
POSITION:	Administrative Assistant
OFFICE:	U.S. Agency for International Development (USAID)
OPENING DATE:	June 22, 2010
CLOSING DATE:	July 06, 2010
PERIOD OF PERFORMANCE:	One year, with possible extensions
PLACE OF PERFORMANCE:	Geneva, Switzerland
WORK HOURS:	Full Time
STARTING DATE:	As soon as possible
SALARY:	Market Value is GS-7 (from \$33,477 to \$43,521)
SECURITY CLEARANCE:	SECRET Please read Attachment 1 to this solicitation on Dual Citizenship

POSITION DESCRIPTION

Incumbent will serve as the Administrative Assistant to the USAID/OFDA Humanitarian Advisor located in the Office of Refugee and Migration Affairs (RMA) at U.S. Mission to the United Nations and Other International Organizations in Geneva. Incumbent will be involved in a broad spectrum of activities, encompassing financial support, administrative and programmatic functions, and will be responsible for administrative, budget and financial management of the USAID/OFDA representation in Geneva.

1. Specific Duties and Responsibilities:

- Obtain information and documentation as directed by the USAID/OFDA Humanitarian Advisor on programs and activities of UN organizations.
- Inform UN agencies of new USAID funding in response to emergencies and ensure USAID funding levels are accurately reflected in UN documentation.
- Establish and maintain effective communication channels with USAID/Washington and field Missions.
- Support USAID/DCHA visitors. Including, but not limited to arranging accommodations, scheduling and coordinating meetings; preparing required cables; providing necessary program information.
- Review daily cable traffic; identify those marked for USAID action and assist USAID/OFDA Humanitarian Advisor with appropriate follow-up.
- Prepare required documentation for USAID/Geneva response to audits.

- In conjunction with USAID/W and USAID/OFDA Humanitarian Advisor, prepare USAID/Geneva input to the Annual Budget Submission.
- Prepare weekly USAID/Geneva reports for USAID/Washington for clearance and approval by USAID/OFDA Humanitarian Advisor.
- Function as liaison with USAID/Budapest Regional Support Center on Administrative and budget matters;
- Coordinate management of operating expense budget for USAID/OFDA Geneva with USAID/Budapest RSC; prepare financial reporting with USAID/RSC and USAID/Washington.
 - Prepare and process obligation documentation, including travel and procurement.
 - Monitor US Mission support services and invoices to satisfy USAID reporting requirements.
 - Function as ICASS representative to working group meetings under the direction of the USAID/OFDA Humanitarian Advisor.
 - Maintain necessary USAID files.
 - Work with Mission's IMO, to maintain USAID software.
 - Provide secretarial support to USAID/OFDA Humanitarian Advisor as necessary.

Periodic travel may be deemed necessary based on need for the USAID/OFDA Humanitarian Advisor and the Controller for training and coordination of budget, financial and administrative issues.

SUPERVISORY RELATIONSHIP

The Administrative Assistant works under the supervision of, and reports directly to, the USAID/OFDA Humanitarian Advisor at US Mission Geneva or her/his designee.

SUPERVISORY CONTROLS: The supervisor will set overall objectives. The employee and the supervisor together will develop deadlines, projects, and work to be done.

PHYSICAL DEMANDS: The work is generally sedentary and does not pose undue physical demands.

WORK ENVIRONMENT: Work is primarily performed in an office setting.

BASIC QUALIFICATIONS REQUIRED: (Determines basic eligibility for the position. Candidates not meeting the basic qualifications are considered NOT qualified for the position.)

- U.S. Citizenship (see also Attachment 1 on Dual Citizenship);
- In possession of, or able to obtain, a Secret security clearance;
- Education – A Bachelors degree in the field of business/ accounting/budgeting OR five years administrative/financial work experience;
- Language: native speaker proficiency in English in writing, reading and speaking;
- Working knowledge of word processing systems;
- Ability to work flexible hours (incumbent may be asked to work additional hours as appropriate and as funding permits). Additional hours may be required at times, as long as budget limitations are not exceeded.

DESIRABLE QUALIFICATIONS:

- Experience: relevant work experience with a U.S. government agency with Geneva-based international organizations, such as the United Nations is desirable;

SELECTION CRITERIA:

1. Ability to maintain professional relationships with administrative officials of U.S. government agencies as well as personnel from governmental, international, intergovernmental and non-governmental organizations and to function professionally in an international environment (30 points)
2. Strong organizational skills, including ability to plan, prepare and execute administrative arrangements for meetings, conferences, visits and travel within deadlines; (20 points)
3. Past performance in administrative management or other relevant work history. (20 points)
4. Familiarity with computer software programs, preferably to include budgeting and accounting programs. (15 points)
5. Familiarity with budget planning and projections. (15 points)

ADDITIONAL SELECTION CRITERIA:

1. Nepotism/conflict of interest, budget, and residency status will be considered in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

*****IMPORTANT*** WHERE AND HOW TO APPLY:**

Qualified individuals are required to submit:

1. A fully completed and signed U.S. Government Standard Form 171 or Optional Form 612 (available at the USAID website:

<http://www.usaid.gov/forms/>

<http://www.gsa.gov/Portal/gsa/ep/formslibrary.do>

or at federal offices

3. Cover Letter specifically addressing selection criteria
2. At least three (3) work-related references, with their respective phone numbers and e-mail addresses

To ensure consideration of applications for the intended position, please **reference the solicitation number** on your application, and as the subject line in any cover letter.

Via international mail or air courier:

Agnes Cserhati or Martha L. Aponte
USAID/Regional Services Center
Bank Center
Granite Tower, 4th Floor
Szabadsag ter 7
1054 Budapest, Hungary

Via facsimile: 36-1-302-0693

Via email: acserhati@usaid.gov or maponte@usaid.gov

Applications may be sent via international mail, air courier, hand delivery, facsimile or e-mail but must be received by the closing date and time at the address specified in the cover letter. Applicants are responsible for ensuring that complete applications are received by USAID, on time, whatever transmittal method is used. Electronic applications are required to have the applicant's signature (i.e., in PDF format) or the relevant page(s) with signatures must be sent via mail, courier or facsimile.

The highest ranking applicants may be selected for an interview and may be requested to submit writing samples or other documentation to support their application.

LIST OF REQUIRED FORMS FOR PSCS

Forms outlined below can found at:

http://www.usaid.gov/business/business_opportunities/psc_solicitations.html

1. Optional Form 612 or Standard Form 171.
2. Contractor Physical Examination (AID Form 1420-62). **
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or **
4. Questionnaire for Non-Sensitive Positions (SF-85). **
5. Finger Print Card (FD-258). **

* Standardized Regulations (Government Civilians Foreign Areas).

** Forms 2 through 5 shall be completed **ONLY** upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

ACQUISITION AND ASSISTANCE POLICY DIRECTIVES/CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCS

AAPDs/CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc to determine which AAPDs/CIBs apply to this contract.

BENEFITS/ALLOWANCES:

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

BENEFITS:

Employer's FICA Contribution
Contribution toward Health & Life Insurance
Pay Comparability Adjustment
Annual Increase (subject to successful performance)
Eligibility for Worker's Compensation
Annual & Sick Leave

ALLOWANCES (Not Applicable).*

* Standardized Regulations (Government Civilians Foreign Areas). Please note that local hires are not normally eligible for allowances.

FEDERAL TAXES: USPSCs are not exempt from payment of federal income taxes, FICA and Medicare.

POLICY-REMINDER

USAID/General Notice
SEC
05/16/2002

Subject: Dual Citizenship Policy

1. The purpose of this notice is to explain existing national and USAID policy for all employees and to inform potential applicants for Civil Service, Foreign Service and USAID contract positions of the possible effects of dual citizenship on security clearance determinations. Dual citizenship can present a security issue in whether to permit access to classified information, thereby affecting recruitment, employment and assignments. The general information herein may also be found in State 54446, dated March 21, 2002 which outlines Department of State and Diplomatic Security policy as it concerns dual citizenship in personnel security matters.
2. USAID security clearance evaluations and determinations are the responsibility of the USAID Office of Security (SEC). SEC is required to consider dual citizenship in conducting personnel security investigations and making security clearance evaluations/determinations in accordance with Executive Order (E.O.) 10450, E.O. 12968, and the March 24, 1997 Adjudicative Guidelines.
3. Security clearance evaluations/determinations must ensure that access to classified information for a specific individual is "clearly consistent with the interests of national security." Under the adjudicative guidelines, "any doubt as to whether access to classified information is clearly consistent with national security will be resolved in favor of the national security." When making such a determination, SEC must consider all available information, both positive and negative. This is the "whole person" concept. Dual nationality is a relevant element in some cases. While U.S. citizenship is a basic eligibility requirement to be considered for access to classified information, it does not automatically confer the right to a security clearance. Dual citizenship must be considered in context of other circumstances in an individual's background.
4. USAID has not implemented, and does not intend to implement, a "blanket rule" regarding dual citizenship. In making security clearance determinations, SEC will continue to evaluate dual citizenship issues on a case-by-case basis. Applicants will be required to complete a Dual Citizenship Questionnaire as part of their application and may answer questions about these issues during a subject interview. Current employees will not generally be questioned about any foreign citizenship until the regularly scheduled periodic reinvestigation when they will also be required to complete a Dual Citizenship Questionnaire. Should an event trigger a review of an employee's access eligibility before their routine update, any foreign citizenship will be addressed at that time.
5. Facts about any subject's conduct and behavior developed through required background investigation are weighed against criteria in the adjudicative guidelines. SEC must be able to determine that granting access to classified information is clearly in the national security interest. A fundamental adjudicative principle is that the mere absence of derogatory information is not sufficient grounds to grant a security clearance. The government must, through an appropriate investigation and evaluation, establish a personal and professional history that positively affirms the individual's judgment, reliability, trustworthiness and loyalty to the United States. If there is any doubt about unquestioned preference for and allegiance to the United States, unencumbered by any undue foreign influence, SEC must render a determination in favor of the national security and determine the individual ineligible for access. These same adjudicative principles are used in all federal personnel security programs.
6. The evaluation element presented by dual citizenship is that it could raise an issue of possible divided loyalty to the United States. Title 32 C.F.R. 174.5, Adjudicative Guideline C, Foreign Preference, provides:

(a) The concern: When an individual acts in such a way as to indicate a preference for a foreign country over the United States, then he or she may be prone to provide information or make decisions that are harmful to the interests of the United States.

(b) Conditions that could raise a security concern and may be disqualifying include:

- (1) The exercise of dual citizenship;
- (2) Possession and/or use of a foreign passport;
- (3) Military service or a willingness to bear arms for a foreign country
- (4) Accepting educational, medical or other benefits, such as retirement and social welfare, from a foreign country;
- (5) Residence in a foreign country to meet citizenship requirements;
- (6) Using foreign citizenship to protect financial or business interests in another country;
- (7) Seeking or holding political office in the foreign country;
- (8) Voting in foreign elections;
- (9) Performing or attempting to perform duties, or otherwise acting, so as to serve the interests of another government in preference to the interests of the United States.

(c) Conditions that could mitigate security concerns include:

- (1) Dual-citizenship is based solely on parents' citizenship or birth in a foreign country;
- (2) Indicators of possible foreign preference (e.g., foreign military service) Occurred before obtaining United States citizenship;
- (3) Activity is sanctioned by the United States;
- (4) Individual has expressed a willingness to renounce dual citizenship.

7. To illustrate the SEC evaluation process regarding dual citizenship, some examples that have arisen recently are provided below. SEC's goal is to maintain consistency in its determinations. There may appear to be many similarities between cases, however, individual circumstances vary greatly and may not be known to the hiring entity. While not all inclusive, the following examples give an indication of how such factors are evaluated and determinations made:

Example A: A subject derived foreign citizenship from his or her parents. In this case, SEC would examine whether or not the subject has exercised the foreign citizenship: by accepting educational, medical or social welfare benefits for himself/herself or family; possessing and using the foreign passport; serving in the foreign military; working for the foreign government; etc. In the absence of the subject's exercising foreign citizenship, and if subject's current and past actions consistently demonstrated preference for and allegiance to the United States, then dual citizenship would not preclude a security clearance.

Example B: A subject only recently became a naturalized U.S. citizen through marriage and has no previous ties to the United States. In this case, SEC could not likely grant an immediate security clearance, since the demonstrated loyalty requirement could not be satisfied immediately. Eligibility for access could be reconsidered after a passage of time during which the subject would have the opportunity to clearly demonstrate preference for and unquestioned allegiance to the United States, and in the absence of any undue conflicting influence, as required by the referenced guidelines.

Example C: A subject was born in the U.S. as the child of foreign visitors. The subject left the U.S. in infancy, never returned and has no ties or history which indicates a preference for and allegiance to the United States. SEC would not have the background information required to grant a security clearance.

Example D: A subject is a naturalized U.S. citizen and dual national who is willing to relinquish his foreign passport but is not/not willing to renounce foreign citizenship of birth. The subject explains that the reason for this position is: (1) So that children can continue to enjoy free foreign education benefits; (2) For possible future

employment opportunities; and (3) For foreign inheritance purposes: SEC would not be able to clearly determine the individual's preference for the United States, sufficient to grant a security clearance.

8. SEC will continue adjudicating security clearances pursuant to the "whole person" concept. The fact that a person holds citizenship with another country, as well as citizenship with the United States, does not automatically result in a security clearance denial. Conversely, the simple renunciation of foreign citizenship would not necessarily result in granting a clearance. An individual must demonstrate unquestioned allegiance to the United States, preference for the United States over any other country and also be free from any undue foreign influence. If this cannot be established, a security clearance cannot be granted. Where a newly naturalized citizen is seeking USAID employment, SEC may be unable to adequately investigate the person's background in the country of origin or elsewhere to make this determination. When SEC is unable to clear a new entrant, SEC will so inform HR, and HR will take steps to withdraw the offer.

9. Should SEC make an unfavorable determination on a security clearance, E.O. 12968 guarantees appeal rights to applicants and employees alike. In cases of appeal, the Agency's final clearance determination is rendered by a panel consisting of the Director of Security (D/SEC), the Deputy Assistant Administrator for Human Resources (DAA/M/HR) and the Assistant General Counsel for Ethics and Administration (GC/EA). Information on the Agency's appeal process can be found in ADS 566.3.12.2.

10. Dual citizenship also presents an issue in the assignment of staff to overseas posts. For example, the Vienna Convention on Diplomatic Relations does not provide diplomatic privileges and immunities for dual nationals; most countries do not unilaterally grant such privileges and immunities. ADS 566.3.12.1 also describes the potential for exclusion from assignments due to conflicts of interest related to an individual's foreign connections.

11. Human Resources and appropriate Mission staff should ensure that these policies are made known to potential applicants at the earliest possible stage of the recruitment process.

Point of Contact: Any questions concerning this Notice may be directed to Jeff Denale, Branch Chief, SEC/PIDS/PS, (202) 712-1264.