

## **We are currently accepting applications for the following positions:**

### **Open to All Interested Candidates:**

Applicants must address each required qualification listed in the vacancy announcement with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

### **Solicitation Number / Position Title**

[USAID 72048621R10006 REO Project Management Specialist \(Fisheries\), FSN-11](#)

[USAID 72048621R10008 REXO Supervisory Administrative Management Specialist, FSN-11](#)



**USAID** | **ASIA**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: USAID 72048621R10006**

**ISSUANCE DATE: February 5, 2021**

**CLOSING DATE/TIME: April 1, 2021/11:59PM  
Thailand local time**

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) – REO Project Management Specialist (Fisheries), FSN-11**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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 must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

AVANI P  
BALUCI  
(affiliate)

Digitally signed by  
AVANI P BALUCI  
(affiliate)  
Date: 2021.02.02  
12:00:03 +07'00'

**Avani Baluci**  
**Contracting Officer**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.: 72048621R10006**
- 2. ISSUANCE DATE: February 5, 2021**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: April 1, 2021/11:59PM Bangkok, Thailand local time**
- 4. POSITION TITLE: REO Project Management Specialist (Fisheries)**
- 5. MARKET VALUE: THB 1,340,075 – 2,345,127** per annum equivalent to **FSN-11** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/RDMA. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** Five (5) years initial contract. The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to continued need of the position and availability of funds.
- 7. PLACE OF PERFORMANCE:** The United States Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), Bangkok, Thailand with possible travel as stated in the Statement of Work.
- 8. SECURITY LEVEL REQUIRED:** The successful candidate shall be required to obtain a Security Certification for Employment from Regional Security Office.
- 9. STATEMENT OF DUTIES**

**9.1. General Statement of Purpose of the Contract**

The incumbent serves as a Project Management Specialist for the Regional Environment Office (REO), USAID/RDMA. The position is part of the Ecosystem Management and Trade (EMT) Team which carries out activities that support regional actions in the Indian Ocean-Pacific region (Indo-Pacific) 1) to increase the ability of regional organizations to conserve marine biodiversity and combat illegal, unreported, and unregulated (IUU) fishing; 2) to promote legal and sustainable trade of natural resources; and 3) to promote best practices in biodiversity conservation and ecosystems management programming. This position is responsible for the implementation, coordination, and evaluation of USAID-funded EMT portfolio activities in Asia, with a focus on regional coastal/marine and fisheries management activities. Responsibilities will include supporting the development and management of a new flagship marine project that will reduce illegal fishing, improve food security, and promote sustainable fisheries management in Asia.

REO also provides technical expertise and other support to USAID's bilateral Missions in the region, including helping USAID staff develop and manage environmental programs.

The incumbent will serve as a Contracting Officer's Representative/Agreement Officer's Representative (C/AOR) for grants, contracts, and cooperative agreements, which involves coordination of funding, reporting, and administration with RDMA offices to ensure activities are appropriately managed, goals are achieved, and U.S. Government (USG) funds are properly used. This position requires travel both domestically and internationally at least 20% of the time.

## **9.2. Statement of Duties to be Performed**

### **A. PROJECT AND ACTIVITY MANAGEMENT: (50%)**

- Serves as the Contracting Officer's Representative/Agreement Officer's Representative (C/AOR) and/or Alternate C/AOR managing projects and activities in the EMT portfolio including: providing technical direction; monitoring activities through site visits and reviewing work plans and progress reports; making recommendations to Implementing Partners (IPs) to increase program impacts and enhance sustainability; facilitating coordination among IPs; tracking expenditures and financial accruals against obligations; and reporting program results.
- Maintains up-to-date records of the financial status and performance of contracts, cooperative agreements, and grants and reports this information upon request to RDMA Management and USAID/Washington (USAID/W).
- Coordinates financial tracking and reporting with the REO Budget Specialist, other RDMA offices, and USAID/Washington. Drafts official USAID documents required for reporting changes in the status of activities, such as Congressional Notifications, Annual Reports, Action and Justification Memos, and Acquisition Documents. Processes actions related to developing new or modifying existing contracts, agreements, or grants using USAID's Global Acquisition and Assistance System (GLAAS).
- Monitors and evaluates the performance of contractors, grantees, and other IPs. Provides technical guidance regarding program management and overall technical program vision. Facilitates the development of work plans and performance monitoring plans (PMPs) by advising contractors and grantees on expected program performance indicators, targets, and results, and contributing to data collection and synthesis. Ensures program implementation achieves planned results, and developmental impacts are well-documented and reported.
- Provides strategic direction to contractors and grantees to ensure their activities support the strategic objectives of the RDMA and are consistent with the RDMA's environmental strategy. Guides and monitors activities of contractors and grantees to ensure compliance with the terms of their contracts and agreements as well as with established USAID guidelines, policies, and procedures, including USAID's environmental compliance requirements. Resolves any implementation issues in an efficient and professional manner.

- Prepares and disseminates, on a regular basis, to RDMA Mission staff and partners information on project and activity accomplishments and best practices in coastal-marine and fisheries management and related programs.
- Reports success stories in achieving progress toward expected results. Contributes program updates to the REO weekly reports as well as other USAID and U.S. State Department communication channels.
- Coordinates with administrative and communications support staff in documenting and managing mandatory electronic and paper file systems.
- Provides technical expertise and other services to support project and activity management by bilateral USAID client Missions in Asia.

**B. COORDINATION, COMMUNICATIONS, OUTREACH, AND PARTNERSHIP**

**(30%)**

- Represents USAID/RDMA on EMT issues at technical, policy, and strategic planning meetings with regional institutions, host country governments, USG agencies, public and private sector organizations, and donors. S/he will liaise with both government counterparts and the private sector, including across the seafood supply chain.
- As the lead expert on coastal resource management, interacts routinely with Mission Management and senior specialists of technical offices and with senior officials of host governments, international donor agencies, Non-Profit Organizations (NGOs), and academic institutions to provide technical and policy advice on matters related to ocean and coastal resource management.
- Researches and analyzes emerging trends as a basis for guiding projects due to innovations in the field.
- Strengthens coordination with regional organizations and their member states/countries by leading working group meetings and engaging key counterparts.
- Responds to internal and external technical inquiries and writes analytical reports.
- Serves as a subject matter expert (SME) to negotiate and influence the range of ministries and government counterpart offices to ensure successful project approval and implementation.
- Builds strong external networks and partnerships. Responds to requests for information from a variety of internal and external audiences on the EMT portfolio, including the coastal-marine and fisheries management program; prepare a variety of EMT's reports; prepares briefing documents; and assists the Development Outreach and Communications (DOC) Officer in responding to press inquiries, press releases, and speeches.
- Assists in coordinating with and responding to queries from other USAID Missions, USAID/W and other USG entities.

**C. PROJECT/ACTIVITY DESIGN AND PLANNING (20%)**

- Identifies, assesses, and responds to priority environmental issues relating to biodiversity conservation, natural resource management, and coastal-marine and fisheries management across Asia.
- Identifies challenges and opportunities to improve biodiversity conservation, natural resource management, and coastal-marine ecosystems and fisheries management.
- Analyzes and promotes policy options to strengthen regional, sub-regional, and national capacity to improve biodiversity conservation and natural resource management, increase marine biodiversity and strengthen fisheries and coastal-marine ecosystem management.
- Participates in efforts to develop the USAID response to foreign policy related priorities, including Illegal, Unregulated, and Unreported Fishing.
- Assists in the procurement of new projects by preparing studies, statements of work, project, and activity design documents, supporting the development of procurement documents, and assisting in award processes. This may also include supporting Technical Evaluation Committees (TEC) and responding to requests for information for planned procurements.
- Coordinates review and approval of key documents with other offices, including the Regional Legal Office (RLO), the Regional Office of Financial Management (ROFM), and the Program Office (PRO).

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

**9.3. Supervisory Relationship**

The incumbent reports directly to the Supervisory Natural Resources Officer (EMT Team lead) or his/her designee.

**9.4. Supervisory Controls**

Full supervision of other USAID staff is not contemplated.

**10. AREA OF CONSIDERATION:**

This position is open to Cooperating Country National (CCN). Thai citizen or other country citizen lawfully admitted for permanent Thai residence is eligible to apply. Please note that USAID is not able to sponsor candidates for a Thai residency permit.

**11. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

**12. POINT OF CONTACT:** Kevarin/RDMA Human Resources Assistant, e-mail [RDMArecruitment@usaid.gov](mailto:RDMArecruitment@usaid.gov)

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- 1. Education:** Master's degree in Coastal Marine and Fisheries Management, Fisheries Science, Environmental Science, Biodiversity Conservation, Natural Resource Management, and/or other related fields is required. The technical expertise required to serve as a coastal-marine and fisheries advisor, requires the specialized technical knowledge of the subject area obtained through a master's degree.
- 2. Experience:** A minimum of five (5) years of professional experience in the natural resource management fields and/or the coastal marine/fisheries field, at least two (2) years of which should have been working with or for a foreign government, international NGO, donor agency, regional institution, or international company.
- 3. Language:** Level IV – Fluent in speaking/reading/writing in Thai and English with a valid TOEIC score of 855 is required.

## **III. EVALUATION AND SELECTION FACTORS**

### **Application Rating System**

The application rating system factors are used to determine the competitive ranking of qualified applicants in comparison to other applicants. Applicants must demonstrate the rating factors outlined below within their application and/or resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

- 1. Experience (30 points):**

Additional points will be given for relevant experience above the minimum requirement which may include relevant experience in managing complex projects in a developing country, and/or working with foreign or international development activities or organizations.
- 2. Knowledge (30 points):**
  - Demonstrates a strong knowledge of the concepts, principles, techniques, and practices of EMT including coastal/marine fisheries management and biodiversity conservation specifically, and environmental programming broadly.
  - Demonstrates knowledge of local and the Asian environmental, economic, political, social, and cultural characteristics, development prospects, potential, priorities, and resources in the above sectors, as well as knowledge of Asia and Association of Southeast Asian Nations (ASEAN) region's environmental priorities, policies, and procedures.
  - Demonstrates knowledge of project/activity design and management including budgeting.
- 3. Skills and Abilities (40 points):**
  - Demonstrates excellent communication skills (both verbal and written), strong presentation skills, and the ability to interpret complex and technical reports to senior

management, IPs, public groups and/or host country senior government officials, particularly non-technical audiences.

- Demonstrates an ability to make sound judgements and possess strong analytical and conceptual skills to identify wide ranging program issues and establish and evaluate relevant data for conclusion or decision process.
- Demonstrates excellent interpersonal and teamwork skills, and the ability to collaborate, interact, develop, and maintain strong and effective working relationships with a broad range of development partners and program stakeholders.
- Demonstrates leadership skills and ability to work under pressure, produce results quickly, and ability to predict issues of concerns and recommend remedial measures.
- Demonstrates an ability to use computer and office software such as Microsoft Word, Excel, PowerPoint, e-mail, and Google applications.
- Demonstrates an ability to learn and apply USAID and USG legislation, programming policies, project design methodology, procedures, and documentation related to international environmental programs and activities.
- Demonstrates an ability to plan, organize, manage, and evaluate complex projects.
- Demonstrates an ability to obtain a travel clearance, and to travel frequently both domestically and internationally.

Total Application Rating: 100

Recruitment Test: 100

Interview Performance: 100

Total Possible Points: 300

### **SELECTION PROCESS:**

To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications required for the position mentioned in Section II, Item 1-2. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information.

Applications will be initially screened and scored in accordance with evaluation factors and points mentioned in Section III, item 1-3. Shortlisted candidates will be given a recruitment test. Applicants with passing marks from the recruitment test and with a valid TOEIC score mentioned in Section II, item 3 will be invited for an interview. The recruitment test and the interview will be structured around the evaluation factors mentioned above. The successful candidate will be selected based on a review of his/her qualifications, work experience, knowledge, skills and abilities; a written test; an interview; and the results of reference checks. References may be obtained independently from other sources in addition to the ones provided by an applicant.

**IV. PRESENTING AN OFFER**

Interested applicants must submit the following:

1. Eligible applicants are required to complete and submit the form **DS-174 Application for Employment as a Locally Employed Staff** and a copy of **transcript**. The DS-174 Application form can be found in the U.S. embassy website <https://th.usembassy.gov/embassy-consulate/jobs/usaaid-job-vacancies/>
2. A **resume** (without photo) is required if experience description goes beyond the block No. 20 Work Experience in DS-174.
3. A copy of **Thai ID card or valid Thai Residency Permit** to verify eligibility to work in Thailand. Please note that USAID is not able to sponsor candidates for the permit (check with Thai Immigration Bureau website <https://www.immigration.go.th> for the information of Thai Residency Permit).
4. A **cover letter** (optional), a **certified copy for name change** (if any), and a valid **TOEIC** score (if invited for the interview).
5. All required documents must be scanned and submit via email only. Please ensure documents are in Microsoft Word or Adobe Acrobat PDF format. Please do not submit documents in zip file or web links.
6. Application must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.
7. To ensure consideration of application for the intended position, applicant must prominently reference the Solicitation Number in the application submission. The email subject should read: **Firstname Lastname – USAID 72048621R10006 REO Project Management Specialist (Fisheries)**

By submitting application materials, you certify that all of the information on and attached to the application is true. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position or being terminated after award.

**V. LIST OF REQUIRED CLEARANCE FORMS FOR PSC HIRES**

Once the Contracting Officer (CO) informs the successful Offeror/Applicant about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following clearance forms.

1. **Medical Clearance:** Prior to signing a contract, the selected individual will be required to obtain a medical clearance.
2. **Access Clearance:** Prior to signing a contract, the selected individual will be required to obtain a Computer/Facility Access Certification. Temporary clearances may be requested while a personal background investigation is conducted.

**VI. BENEFITS/ALLOWANCES**

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

1. Annual bonus
2. Annual leave plan
3. Health benefit plan
4. Severance pay plan
5. Retirement plan
6. Life insurance program
7. Premium compensation – Overtime and Holiday pay

**VII. TAXES**

The U.S. Mission does not make deductions for income tax to local governments. The U.S. Mission expects its employees to fulfill their fiscal obligations required under their country's laws, including paying income taxes. Paying these taxes is a matter strictly between the employees and the Thai government.

Employees holding American citizenship or Permanent Resident Alien (Green Card holder) status must report to HR at first hire or when there is a change in nationality status. A copy of the Social Security or resident alien card must be submitted to HR together with completed W-4 Form to initiate U.S. Federal tax/FICA withholding.

**VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN 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)

2. **Contract Cover Page** form **AID 309-1** available at <https://www.usaid.gov/forms>
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>

EQUAL EMPLOYMENT OPPORTUNITY: USAID/RDMA provides equal opportunity in employment to all qualified candidates without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.



**USAID** | **ASIA**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: USAID 72048621R10008**

**ISSUANCE DATE: March 26, 2021**

**CLOSING DATE/TIME: April 15, 2021/11:59PM  
Thailand local time**

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) – REXO Supervisory Administrative Management Specialist, FSN-11**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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 must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

**Craig Smith**

Digitally signed by Craig  
Smith  
Date: 2021.03.24  
10:45:38 +07'00'

**Craig Smith  
Contracting Officer**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.: 72048621R10008**
- 2. ISSUANCE DATE: March 26, 2021**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: April 15, 2021/11:59PM Bangkok, Thailand local time**
- 4. POSITION TITLE: REXO Supervisory Administrative Management Specialist**
- 5. MARKET VALUE: THB 1,340,075 – 2,345,127 per annum equivalent to FSN-11 in accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/RDMA. Final compensation will be negotiated within the listed market value.**
- 6. PERIOD OF PERFORMANCE: Five (5) years initial contract. The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to continued need of the position and availability of funds.**
- 7. PLACE OF PERFORMANCE: The United States Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), Bangkok, Thailand with possible travel as stated in the Statement of Work.**
- 8. SECURITY LEVEL REQUIRED: The successful candidate shall be required to obtain a Security Certification for Employment from Regional Security Office.**
- 9. STATEMENT OF DUTIES**

**9.1. General Statement of Purpose of the Contract**

The Supervisory Administrative Management Specialist is a member of the Regional Executive Office (REXO) and serves as an advisor, with responsibility for overseeing and managing logistical and administrative support services for USAID/RDMA and client Missions in the Asia region.

The incumbent serves as the expert on administrative and management matters and is responsible for day-to-day administrative operational supervision and oversight of activities in the field of Procurement, Travel Management, Communication and Records (C&R), ICASS and Property Management and Inventory and Operating Expense (OE) budget planning.

## 9.2. Statement of Duties to be Performed

### A. EXECUTIVE OFFICE ADMINISTRATION AND SUPPORT: (80%)

- Maintains cognizance and awareness of administrative operational and oversight activities of Procurement, Travel Management, C&R and Property Management Teams.
- Attends Senior Staff Meetings and other meetings, when appropriate, in the absence of the Executive Officers (EXOs) and ensures that actions assigned during these meetings are carried out in a timely manner.
- Assists employees in resolving problems. Also monitors performance of tasks assigned by the EXO. Recommends employees for awards, writes performance evaluation reports for all staff under his/her direct supervision.
- Reviews all documentation for the signature of the EXO(s); ensures documents are properly completed and all supporting documentation necessary to make a decision is included. Rejects or corrects documentation prior to passing to the EXO(s).
- Conducts studies and advises the EXO(s) on ways to improve the overall performance of the Office to ensure the most effective utilization of personnel, for example, office reorganization, realignment of duties or work schedule.
- Coordinates the drafting and issuance of Mission Orders and Mission Notices on policies and procedures in all areas. Drafts Mission Order and Mission Notices related to REXO and proposes changes to the EXO(s) for review and clearance.
- Informs and advises employees on USAID administrative policy and procedures. In the absence of the EXOs, approves the routine operational requirements of the USAID office; and approves vouchers for payments of previously obligated operating funds for supplies or services.
- Assists Mission Management in the preparation of current year and two-year workforce projections for USAID/RDMA's annual resource request to USAID/Washington (USAID/W). Plays a major role in (a) the development of the OE budget in collaboration with the EXO and the Controller, (b) subsequent monitoring of expenditures and continuous evaluation of mission activities to ensure efficient and effective utilization of U.S. Government (USG) resources.
- Keeps fully cognizant of all regulations pertaining to travel, shipment, housing, leasing, maintenance, and local support services. In the absence of the EXO(s), ensures the continued effective operation of the office in virtually all areas except signatory authority involving commitment of the USG funds, or Mission policy issues.
- Maintains liaison with the Embassy Administrative Offices and monitors the quality and quantity of services provided and agreed upon between the agencies under the ICASS system. Reviews and ensures accuracy for ICASS Subscription of Services, MOUs and invoices for RDMA and client missions.
- Conducts on-the-job training and cross-training for EXO staff as needed to enable staff to perform the necessary on-going tasks of the position. Assesses training needs of supervised staff.

**B. SUPERVISION****(20%)**

- Supervises and manages the Travel Management, Procurement, C&R and Property Management teams.
- C&R – supervises the Administrative Management Assistant and provides guidance as needed. Monitors and keeps to date of the operations for regulatory compliance. Ensures reports are submitted in a timely manner and continually assesses the training requirements of Mission administrative professional staff to complete records management tasks accurately.
- Property Management – supervises the Property Management Team, provides guidance on major projects, such as renovation of office space and remodeling in residences, and resolves escalated problems, such as continuous residential maintenance concerns. Directs the analysis of bills (cellular, office phones, utilities, and facsimile) and makes recommendations for mission policies based on best practices, administrative oversight, and fiscal responsibility. Ensures reports are completed in a timely manner such as vehicle inventory/usage and the Mission Director's Residence inventory. Conducts periodic checks to ensure property is properly managed such as bar coded, stored, inventoried, disposed of.
- Procurement – supervises the Procurement team and ensures the annual procurement plan is developed, approved, and executed in a timely manner, as well as managing at hoc procurement requests.
- Travel Management – supervises the Travel Management team and provides guidance on all travel related responsibilities on a regular basis based on the USG and USAID regulations, policies, and procedures.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

**9.3. Supervisory Relationship**

The incumbent reports directly to the USPSC Supervisory Administrative Management Specialist (S/AMS) or his/her designee.

**9.4. Supervisory Controls**

The incumbent provides full supervision to one Administrative Management Assistant (FSN-8), two Supply Assistants (FSN-8), two Procurement Agents (FSN-9), and two Travel Assistants (FSN-8).

**10. AREA OF CONSIDERATION:**

This position is open to Cooperating Country National (CCN). Thai citizen or other country citizen lawfully admitted for permanent Thai residence is eligible to apply. Please note that USAID is not able to sponsor candidates for a Thai residency permit.

**11. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

- 12. POINT OF CONTACT:** Kevarin/RDMA Human Resources Assistant, e-mail [RDMArecruitment@usaid.gov](mailto:RDMArecruitment@usaid.gov)

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- 1. Education:** Bachelor's degree in Business Administration, Public Administration, Liberal Art, Social Science and/or other related fields is required.
- 2. Experience:** A minimum of five (5) years of progressively responsible experience in the areas of administrative/logistics management, personnel, management/leadership, or business administration in an international organization is required. At least three (3) years of experience leading team projects or mentoring junior staff is required.
- 3. Language:** Level IV – Fluent in speaking/reading/writing in Thai and English with a valid TOEIC score of 855 is required.

## **III. EVALUATION AND SELECTION FACTORS**

### **Application Rating System**

The application rating system factors are used to determine the competitive ranking of qualified applicants in comparison to other applicants. Applicants must demonstrate the rating factors outlined below within their application and/or resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

- 1. Experience (30 points):**

Additional points will be given for relevant experience above the minimum requirement which may include direct experience in supervising and leading teams, and relevant experience in development agencies, and/or international organizations.
- 2. Knowledge (35 points):**
  - Demonstrates a comprehensive knowledge of host-country labor laws, as well as prevailing personnel management customs and practices.
  - Demonstrates a sound understanding of financial resource management specifically related to operating budgets.
  - Demonstrates an ability to learn and apply knowledge of regulations and policies on USG and USAID policy and procedures.
  - Demonstrates an ability to research, locate, understand, and interpret regulations and apply these to specific cases in the areas of Personnel, Acquisition regulations, travel, property management, and correspondence and records management. Must be able to obtain, analyze and evaluate data of a complex nature and to prepare factual and analytical reports.

**3. Skills and Abilities (35 points):**

- Demonstrates an ability to serve as the Mission’s recognized “in-house” expert in the areas of administrative management, processes and policies and provides scarce technical expertise.
- Demonstrates an ability to guide and work with a multidisciplinary team in the administration of a full-service, customer focused management office for a complex regional assistance program.
- Demonstrates an ability to research, locate, understand, and interpret regulations and apply these to specific cases in the areas of personal, acquisition regulations, travel, property management, and correspondence and records management.
- Demonstrates an ability to obtain, analyze and evaluate complex data and prepare factual and analytical reports.
- Demonstrates an ability to be a dynamic self-starter – able to work calmly, tactfully, and effectively under pressure. Must be able to establish priorities, meet deadlines, and perform responsibilities and duties with minimal guidance and little or no follow-up.
- Demonstrates an ability to multitask and be flexible to manage more than one activity at a time in the performance of daily administrative management related actions while maintaining a high energy level is essential and required. The ability to maintain strict confidentiality relating to sensitive management areas.
- Demonstrates excellent communication and interpersonal skills. Must have demonstrated clear and effective use of language appropriate to the context of the situation.
- Demonstrates knowledge and skills of using computers and office software such as Google Suite Application, as well as Microsoft Office. Ability to learn and use Agency specific software related to work area with efficiency.
- Demonstrates an ability to solve problems and make sound decisions effectively, especially absence of regulations. Must have excellent negotiation skills and ability to defend a position.

Total Application Rating: 100

Recruitment Test: 100

Interview Performance: 100

Total Possible Points: 300

**SELECTION PROCESS:**

To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications required for the position mentioned in Section II, Item 1-2. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information.

Applications will be initially screened and scored in accordance with evaluation factors and points mentioned in Section III, item 1-3. Shortlisted candidates will be given a

recruitment test. Applicants with passing marks from the recruitment test and with a valid TOEIC score mentioned in Section II, item 3 will be invited for an interview. The recruitment test and the interview will be structured around the evaluation factors mentioned above. The successful candidate will be selected based on a review of his/her qualifications, work experience, knowledge, skills and abilities; a written test; an interview; and the results of reference checks. References may be obtained independently from other sources in addition to the ones provided by an applicant.

#### IV. PRESENTING AN OFFER

Interested applicants must submit the following:

1. Eligible applicants are required to complete and submit the form **DS-174 Application for Employment as a Locally Employed Staff** and a copy of **transcript**. The DS-174 Application form can be found in the U.S. embassy website <https://th.usembassy.gov/embassy-consulate/jobs/usaid-job-vacancies/>
2. A **resume** (without photo) is required if experience description goes beyond the block No. 20 Work Experience in DS-174.
3. A copy of **Thai ID card or valid Thai Residency Permit** to verify eligibility to work in Thailand. Please note that USAID is not able to sponsor candidates for the permit (check with Thai Immigration Bureau website <https://www.immigration.go.th> for the information of Thai Residency Permit).
4. A **cover letter** (optional), a **certified copy for name change** (if any), and a valid **TOEIC** score (if invited for the interview).
5. All required documents must be scanned and submit via email only. Please ensure documents are in Microsoft Word or Adobe Acrobat PDF format. Please do not submit documents in zip file or web links.
6. Application must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.
7. To ensure consideration of application for the intended position, applicant must prominently reference the Solicitation Number in the application submission. The email subject should read: **Firstname Lastname – USAID 72048621R10008 Supervisory Administrative Management Specialist**

By submitting application materials, you certify that all of the information on and attached to the application is true. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position or being terminated after award.

**V. LIST OF REQUIRED CLEARANCE FORMS FOR PSC HIRES**

Once the Contracting Officer (CO) informs the successful Offeror/Applicant about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following clearance forms.

1. **Medical Clearance:** Prior to signing a contract, the selected individual will be required to obtain a medical clearance.
2. **Access Clearance:** Prior to signing a contract, the selected individual will be required to obtain a Computer/Facility Access Certification. Temporary clearances may be requested while a personal background investigation is conducted.

**VI. BENEFITS/ALLOWANCES**

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

1. Annual bonus
2. Annual leave plan
3. Health benefit plan
4. Severance pay plan
5. Retirement plan
6. Life insurance program
7. Premium compensation – Overtime and Holiday pay

**VII. TAXES**

The U.S. Mission does not make deductions for income tax to local governments. The U.S. Mission expects its employees to fulfill their fiscal obligations required under their country's laws, including paying income taxes. Paying these taxes is a matter strictly between the employees and the Thai government.

Employees holding American citizenship or Permanent Resident Alien (Green Card holder) status must report to HR at first hire or when there is a change in nationality status. A copy of the Social Security or resident alien card must be submitted to HR together with completed W-4 Form to initiate U.S. Federal tax/FICA withholding.

**VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN 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)
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
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>

EQUAL EMPLOYMENT OPPORTUNITY: USAID/RDMA provides equal opportunity in employment to all qualified candidates without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.