



# USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72062419R100001**

**ISSUANCE DATE:** February 15, 2019  
**CLOSING DATE/TIME:** March 1, 2019  
5: 00 p.m. Ghana Local Time

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCN/PSC) Voucher Examiner (Three positions)**

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.

Interested candidates meeting the requirements of the solicitation must submit all the following required materials for consideration:

- Signed Cover letter
- Curriculum Vitae or Résumé
- Signed Form AID 309-2 (available at <https://www.usaid.gov/forms/aid-309-2>)
- A supplemental document with written responses to the Evaluation Factors
- Copies of educational certificates
- Copies of Resident and/or Work Permit (Non- Ghanaian applicants only)
- List of three to five professional references

All application packages are to be submitted by email attachment to the following address: [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov)

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be in a format compatible with Microsoft Word 2003/2010 or PDF and not zipped.

Late applications will not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 52.215.1.

Sincerely,

  
R. Christopher Gomes  
Supervisory Executive Officer

U.S. Agency for International Development  
No. 24 Fourth Circular Rd.  
P. O. Box 1630, Accra-Ghana

Tel: 233-302-741-200  
Fax: 233-302-741-365  
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1. **SOLICITATION NO.:** 72062419R100001
2. **ISSUANCE DATE:** February 15, 2019
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** March 1, 2019
4. **POSITION TITLE:** VOUCHER EXAMINER – (THREE POSITIONS)
5. **MARKET VALUE:** **GHC 54,929.00 – 82,396.00**, equivalent to **FSN-08** in accordance with **AIDAR Appendix J** and the US Embassy Ghana Local Compensation Plan.

Final compensation will be negotiated within the listed market value.

6. **PERIOD OF PERFORMANCE:** Permanent position. However, position will be reviewed annually contingent on satisfactory performance, continued need for the services, and availability of funds.
7. **PLACE OF PERFORMANCE:** Accra, Ghana.
8. **SECURITY LEVEL REQUIRED:** Employment Authorization

## 9. STATEMENT OF DUTIES

### BASIC FUNCTION OF POSITION

The position is located in the Regional Financial Management Office (RFMO), Payment Section in USAID West Africa Mission. The position is responsible for performing a full range of examining, analysis and processing payments for a variety of complex vouchers. The primary purpose of this position is to: examine and process vouchers and invoices from multi-million dollar, long-term technical assistance contractors and grantees, both direct and host country, for USAID project and non-project activities and administrative operations, recommending for payment or indicating required clarification or justification; and to control and monitor payment requests and disbursements for USAID project and non-project activities and administrative operations to which assigned.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Examines and audits invoices from multi-million dollar, long-term, project and program funded, host country, USAID direct technical assistance contractors and grant recipients, and administrative operations. Analyzes transactions to ensure that claims are in accordance with contract provisions, within control of budget line items, the application of indirect cost rates and rate adjustments, the level of effort required and necessary payment documentation. Verifies that the fiscal data on the voucher is correct and complete. Ensures that all authorizations, certifications, and other documents are on file. Also ensures that payments are in accordance with applicable U.S. and Client Country or other applicable host country laws and regulations. Much of procurement is multi-appropriation funded requiring detailed reviews and an effective decision making process prior to processing payment, including applying older funds for

payment to avoid expiration of available fund balances. Analyzes the budget and controls the funds. Estimates the expected average monthly cost and questions over or under expenditures. Analyzes requests for advances and maintains control with expense reports submitted by contractors and grantees. 40%

2. Processes payments in the computerized Phoenix financial management system database and in the Agency Secure Image and Storage Tracking (ASIST). Maintains and periodically reconciles Phoenix reports and records showing amounts obligated, committed and disbursed to project supporting records. Responsible for processing USPSC/TCN payroll, benefits and allowances related payments.

- Determines in coordination with the Accountant that funds are obligated and available for payment of the invoice/voucher for tracking of funds, posting and reconciliation purposes. Corresponds with contractors, host government officials, vendors and employees regarding invoices/ vouchers being examined. Obtains additional information, documentation, and/or clarification on doubtful or questionable payments and provides guidance on voucher requirements. 30%

3. Works closely with the Financial Analysts in conducting various reviews and engagements of local and U.S- based implementing partners to ensure adequate oversight of the use of USG resources. These include but are not limited to pre-award surveys, financial reviews/ assessments and payment verification engagements. Assists in the review of internal control systems of partners and provides recommendations to strengthen and improve the said systems. Assists in performing post audit function of client records to determine if vouchers submitted and paid by USAID are properly supported with valid records. Drafts and submits reports documenting the result of these reviews and engagements.

Meets with grantees and contractors and advices on how to submit vouchers, attachments required, timelines. Provides assistance in the handling of request for reimbursement and advance payments. Advises payees giving reasons when payment is disallowed. Prepares draft document outlining rational concerning disallowances for A/CORs or Financial Analysts' use in communicating with contractors and vendors. 20%

5. Provides all other miscellaneous assigned duties and looks for targets of opportunity to support the RFMO Clients to which assigned. Several of these representative miscellaneous duties are as follows:

a. Backstops the work of other Voucher Examiners.

b. Provides support to one or more Accountants or Financial Analysts.

c. May perform 1221 duties, Bill of Collections, Accounts Receivable/Payables reconciliations. 10%

**Incorporates the Five Core Values into His/her Work**

1. **Customer Focus:** Identifies and communicates with USAID customers regularly; surveys their interests, needs and recommendations; follows up on communications and information received from and about the customers. Ensures that customers' needs and thinking are included in all activities undertaken and that, where possible, customers are involved in key decisions. Surveys customer satisfaction periodically and serves as a knowledgeable advocate for customer service with other USAID employees and partners.

2. **Results Orientation:** Reviews baseline information against which to plan actions and identify targets and milestones. Defines specific operational and program results needed for his/her area of responsibility. Puts strategic plan in place and uses it as a framework for decisions. Reviews progress against targets and milestones regularly; takes needed action to modify plans when necessary and to maintain actions to accomplish the desired results within the time frame planned when possible. Serves as a knowledgeable advocate for the results orientation with other USAID employees and partners.

3. **Empowerment and Accountability:** Emphasizes results rather than oversight, and service outreach rather than internal control, in carrying out his/her responsibilities. Is clear about his/her own performance standards. Participates in defining objectives, reviewing performance, and upholding accountability for the accomplishment of the objectives.

4. **Teamwork and Participation:** Contributes to strategic planning, performance monitoring, and major program decisions of the Teams and Clients to which assigned. Demonstrates ownership of the Client's plans, performance, and decisions. Proactively participates in the client processes and activities. Includes other client members, customers and partners and assists in their understanding and participation in teamwork and the client's goals, performance, and decisions. Assumes responsibility for specific results assigned by the client.

5. **Valuing Diversity:** Understands and respects the various work groups and team members without stereotyping. Understands and respects the role of customers and partners. Realizes the synergy and benefits of differing backgrounds and skills to accomplish our strategic goals. Uses the synergy of core and extended teams to plan and works together to achieve results while accepting accountability for his/her own actions.

## 10. POSITION ELEMENTS

a. **Supervision Received:** Works under the immediate supervision of the Supervisory Voucher Examiner who assigns work on a long-term basis and spot-checks completed assignments. Receives indirect advice and guidance from the Chief Accountant, Financial Analyst, also receives direct guidance from the Certifying Officer while performing voucher examination duties. The Supervisory Voucher Examiner writes the incumbent's performance evaluation in consultation with the Certifying Officer.

b. **Supervision Exercised:** N/A

c. **Available Guidelines:** The USAID Automated Directives System, Financial Management handbook and guidance documents, and Generally Accepted Auditing Standards.

d. **Exercise of Judgment:** Professional judgment is required to apply prescribed guidelines effectively and to carry out independent work.

e. **Authority to Make Commitments:** Does not make commitments except to the extent of verifying funds availability and the accounting treatment of specific transactions.

f. **Nature, Level, and Purpose of Contacts:** Regular contact is maintained with staff members at all levels in the Missions and Clients to which assigned on virtually a daily basis to clarify items on documentation or fund cite requests. Incumbent may be requested for additional information or justification or resolve discrepancies and to explain voucher processing and project accounting requirements; and to ascertain status of events being accounted for and to initiate action to correct records and reports if necessary.

g. **Time Expected to Reach Full Performance Level:** One year

**11. AREA OF CONSIDERATION:** The position is opened to All Interested Candidates.

**12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

**13. POINT OF CONTACT:** [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov)

**I. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

**A. Education:** Completion of Secondary Schooling, and an additional two years of post-Secondary study in Business Administration Accounting, Finance, Economics or Business Management is required.

**B. Prior Work Experience:** At least three to five years of progressively responsible experience in accounting, financial management or a closely related field is required.

**C. Post Entry Training:** On-the-job training with the Regional Financial Management Office in the Phoenix Accounting system. A training plan will be developed for the employee.

**D. Language Proficiency:** Level 4 English ability (fluent) is required. Skill in writing English is particularly important. Language proficiency will be tested.

**E. Job Knowledge:** Good general knowledge of accounting office operations is required.

**F. Skills and Abilities:** Must have the ability to analyze numerous accounting records and determine the need for various types of entries and adjustments; to reconcile and balance accounts and to relate the purpose and objectives of projects to their costs and fiscal

requirements. Ability to utilize data processing techniques and strong interpersonal skills are also required.

## **II. EVALUATION AND SELECTION FACTORS**

The Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

### **1. SELECTION PROCESS**

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

### **2. EVALUATION FACTORS**

**A. Education (10%):** Completion of Secondary Schooling, and an additional two years of post- secondary study in Business Administration Accounting, Finance, Economics or Business Management is required.

**B. Work Experience (40%):** At least three to five years of progressively responsible experience in accounting, financial management or a closely related field is required.

**C. Language Proficiency (10%):** Level 4 English ability (fluent) is required. Skill in Writing English is particularly important. Language proficiency will be tested.

**D. Job Knowledge, Skills and Abilities (40%):** Good general knowledge of accounting office operations is required. Must have the ability to analyze numerous accounting records and determine the need for various types of entries and adjustments; to reconcile and balance accounts and to relate the purpose and objectives of projects to their costs and fiscal requirements. Ability to utilize data processing techniques and strong interpersonal skills are also required.

## **III. INSTRUCTION TO APPLICANTS**

Submission of a resume alone IS NOT a complete application. This position requires the

completion of additional forms and supplemental materials as described in this section. Candidates who fail to provide the required documentation will result in rejection of their applications from further consideration.

Qualified applicants must submit the following documents or their applications will not be considered for this position:

1. Signed U.S. government AID 309-2 form (OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS) which is available at the following link: <https://www.usaid.gov/forms/aid-309-2>

All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 302-3 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 302-3 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc.

2. Cover letter and current resume or curriculum vitae (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.
3. Minimum of three (3) and a maximum of five (5) professional references with telephone and e-mail contacts, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors listed under Section III.
5. Relevant educational certificate (s), and resident permit and/or work permit.

Interested Applicants must cite the solicitation number and position title within the subject line of the email.

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. Application letters and forms must be signed. Incomplete and unsigned applications/forms will not be considered. Applications must be received by the closing date and time specified.

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

**IV. LIST OF REQUIRED FORMS FOR PSC HIRES**

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Medical History and Examination Form (Department of State Forms)
2. Background Investigation Form
3. Finger Print Card (FD-258)

**V. BENEFITS/ALLOWANCES**

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

1. BENEFITS:

Medical Insurance  
Social Security Contribution  
Local and American Holidays  
Salary Advance (0% interest)  
Annual Bonus

2. ALLOWANCES (as applicable):

Miscellaneous Benefits Allowance  
Meals Allowance

**VI. 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.

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

USAID regulations and policies governing CCN/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)

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:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.