

ISSUANCE DATE: JULY 25, 2012
CLOSING DATE: AUGUST 14, 2012

SUBJECT: USAID/UGANDA: Solicitation for Personal Services
Contractor (PSC) Supervisory Development Outreach and Communications
Officer, GS-14

The United States Government, represented by the U.S. Agency for International Development (USAID)/Uganda), is seeking applications from U.S citizens and Resident Aliens off shore, or local Hire American nationals (resident in Uganda) interested in providing PSC services as described in the attached solicitation.

Applicants interested in applying for this position MUST submit the following materials:

- 1) Complete and hand-signed federal form OF-612.
- 2) Curriculum vitae/resume specifically addressing each selection criterion as outlined in the solicitation.
- 3) Three (3) to five (5) references with current contact information, preferably both an email address and a telephone number.

No exceptions to the minimum document submission requirements will be allowed. Incomplete applications will not be reviewed.

All application reviews will be based on the documentation submitted with the application. Applications that are incomplete or received without a handwritten signature will not be considered for the position. Applicants are responsible for submitting materials that are in accordance with the attached information at the place and time specified. There will be no exceptions.

References must be able to provide substantive information about past performance relevant to the applicant's ability to execute the duties and responsibilities as detailed in the scope of work. USAID/Uganda reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Any questions may be directed to Grace Nakaddu, gnakaddu@usaid.gov or Edward Michalski, emichalski@usaid.gov or telephone 256-414-259-791/5 or 256-414-306-001 or fax 256-414-306-661.

Offerors should retain for their records copies of all enclosures that accompany their application.

**ATTACHMENT TO
SOLICITATION FOR PERSONAL SERVICES CONTRACTOR
UGANDA SUPERVISORY DEVELOPMENT OUTREACH AND
COMMUNICATIONS OFFICER**

1. SOLICITATION NUMBER: 617-12-0007
2. ISSUANCE DATE: July 25, 2012
3. CLOSING DATE: August 14, 2012
4. POSITION TITLE: Uganda Supervisory Development
Outreach and Communications Officer
5. MARKET VALUE: GS-14
6. PERIOD OF PERFORMANCE: Two years from date of appointment.

MARKET VALUE: The position is classified at the equivalent of a GS-14 with an annual salary range of \$84,697 to \$110,104. Salary will be negotiated within this range and determined based on past salary and work history, experience, and educational background of the successful candidate.

7. PLACE OF PERFORMANCE: USAID/Uganda, Kampala, Uganda
8. AREA OF CONSIDERATION: U.S Citizen, U.S. Resident Aliens,
U.S. citizens and Aliens (residing in
Uganda)
9. SECURITY ACCESS: Secret Level
10. POSITION DESCRIPTION:

A. INTRODUCTION

The Supervisory Development Outreach and Communications Officer (S/DOCO) reports directly to the USAID/Uganda Supervisory Program Officer and works with Mission and Embassy leadership and staff to implement development, outreach, and communications efforts to increase awareness of USAID assistance programs in Uganda. S/he leads the development, outreach, and communications team in Uganda, supervising one to two Foreign Service Nationals.

The S/DOCO is an essential and indispensable member of the Office of Program and Policy Development responsible for producing and disseminating public information about mission activities for Ugandan and American consumption and to educate and promote a better

understanding of USAID/Uganda programs. In this capacity, the incumbent is responsible for strategically planning, developing, implementing, and administering the DOC program to promote better awareness and understanding of U.S. foreign assistance to Uganda. S/he guides, coordinates, and oversees the mission's communication practices and outreach efforts, helping to ensure that they reflect the U.S. Government's (USG) priorities and promote USAID's accomplishments to key audiences. S/he is also responsible for relaying related policies and achievements to key audiences of the host country, in the United States, and throughout other donor countries.

The S/DOCO liaises with the U.S. Embassy's Public Affairs Office (PAO) to ensure consistency in messaging and strong coordination between USAID and other USG colleagues under the U.S. foreign assistance umbrella. The S/DOCO also serves as a 'translator' of complex USAID processes (e.g. budget, procurement, project design, etc.) to the broader interagency audience to ensure the intricacies of those process are conveyed to the final recipient whether it's a journalist, the Ambassador, or a visiting Congressional Delegation. Washington-based offices requiring close contact and coordination include the Bureau for Legislative and Public Affairs (LPA). The position will also coordinate with other interagency and implementing partners.

B. BACKGROUND

USAID/Uganda's activities are of exceptionally broad scope and complexity. In FY 2012 (FY12), the overall U.S. Government assistance to Uganda totaled \$328 million. The USAID development program contains 68 active assistance awards with a total multi-year portfolio value of \$765M (FY10). The Mission's complex and challenging assistance program consists of five action areas: economic growth and biodiversity; health and education; democracy and governance; regional peace and security; and humanitarian assistance. Mission programs implementing the President's Emergency Plan for AIDS Relief (PEPFAR) and the President's Malaria Initiative (PMI) are among the largest in the world. The Mission manages one of the largest biodiversity earmarks in Africa and concluded its Millennium Challenge Corporation (MCC) threshold program in 2009. USAID programs promote the critical U.S. national security goal of a stable Uganda that takes a leadership role in regional peacekeeping, including its operations in Somalia and efforts to end civil conflict in Sudan and the Democratic Republic of the Congo. The Mission operates a satellite office at Gulu in northern Uganda that coordinates regional relief and development efforts.

The S/DOCO works closely with USAID/Uganda's technical offices and implementing partners to develop and implement the Mission's overall communication strategy. The interagency team at the U.S. Embassy is a critical component to our work in Uganda, and the S/DOCO serves as the Mission's primary liaison with the US Embassy Public Affairs Office (PAO) to ensure coordination and collaboration on USAID public activities and projects. S/he will also serve as the USAID/Uganda's principal liaison with USAID's Bureau for Legislative and Public Affairs in Washington.

C. MAJOR DUTIES AND RESPONSIBILITIES

The S/DOCO will manage the full range of public information and outreach activities in support of USAID/Uganda's programs and objectives, targeting information to specific audiences in both the US and (country), in accordance with the Mission's public strategy and evolving circumstances.

Specific duties include but are not limited to the following:

Supervisory and Coordination

Lead the Mission's Development Outreach and Communications (DOC) team comprised of one to two Foreign Service Nationals to ensure overall quality and coherence of the team's communications and outreach products and initiatives.

Lead the development and implementation of the Mission's communications strategy and outreach plan.

Represent the Mission at the senior level in all matters pertaining to public affairs and outreach activities with other branches of the USG, the Government of Uganda, implementing partners, other donor nations, the UN, World Bank and other groups or institutions.

Train USAID's technical staff in Uganda/Kampala and the regional offices in support of their public speaking and media outreach roles. Oversee the integration of communications in the project design and implementation processes.

Serve as the senior advisor to Mission management regarding all public information, media relations, and outreach matters.

Maintain up-to-date knowledge of all USAID/Uganda activities and processes, as well as a keen awareness of political and policy issues.

Advise USAID staff and implementing partners on developing appropriate public information programs and initiatives.

Serve as a resident expert on USAID branding and style guidelines, ensuring regulations are followed by recommending revisions and appropriate application as outlined in ADS 320 and the Agency's Graphic Standards Manual.

Oversee and provide regular trainings to USAID staff and implementing partners on the appropriate use of branding and marking; work closely with Contracting/Assistance Officer Representatives (C/AOR) to ensure adherence to branding in the field; and, seek guidance from LPA on any disputes or waiver requests.

Coordinate with the PAO, U.S. Military, other USG agencies (e.g. CDC, Agriculture), and USAID implementing partners to achieve maximum exposure and understanding of U.S. development and humanitarian assistance efforts and initiatives in Uganda, as defined by the Chief of Mission and USAID Mission Director.

Establish and maintain contacts with donor representatives, implementing partners, and other USG agencies to collect information for reports.

Public Information and Publicity Materials

Coordinate information dissemination, media outreach, and public events within the Mission; with the Mission's offices, units and technical staff; and with all non-USG organizations.

Oversee the drafting, editing, and dissemination of timely and accurate information, fact sheets, press releases, newsletters, brochures, presentations, responses for requests for information, and all other public information materials relating to USAID/Uganda's activities. These must be written in clear, concise English, prepared with both the media and general audiences in mind, and designed for print, power points, and web use.

Oversee the preparation of a bi-weekly summary of events, submissions for the Weekly Administrator's Report, and submissions for USAID Frontlines and other USAID public information platforms including the Administrator's Blog, Facebook, Twitter, YouTube and other new or emerging social media sites.

Oversee the use of social media platforms as an engagement tool with a focus on digital advocacy and outreach; a social media strategy will be developed to complement the broader communications plan. The DOC will manage the preparation and maintenance of an updated standard information package on the USAID program in Uganda for briefings and for distribution to the public and the media; and for USAID/W, LPA, State, Congress, etc.; including scene setters, program

briefing papers, project status reports, maps, photos, information about other donors, and general information about Uganda.

S/he oversees the maintenance of the Mission's English-language web materials to ensure they are accurate and up-to-date.

Oversee the writing and distribution of press releases on program successes, project inaugurations, significant developments, etc. Follow up with media to encourage and support coverage of public events. Coordinate with technical offices, Embassy's PAO, and LPA to produce and release timely, accurate, and useful written information to local and international media.

Media and Public Relations

Promote separate, pro-active, targeted, information and media outreach activities. These activities are specifically designed to push accurate information about USAID programs deep into local, regional and national markets, through the selective use of radio, television, newspapers, magazines, public service announcements, advertisements, billboards, and traditional communications.

Oversee all international and local media relations. Work closely with PAO on press relations and maintain contacts with high-level Western and local journalists from all media outlets.

Advise and work with Embassy PAO to expand opportunities to keep media abreast of USAID/Uganda programs, including TV, radio and other media. This may include arranging interviews, briefings, media tours of USAID projects, etc.

In collaboration with PAO, advise the Mission Director and USAID staff on press and media relations. Ensure a targeted, coherent, and consistent message from all USAID staff and implementing partners.

Coordinate with Government of Uganda public relations offices, maintaining good relations and advising on working with Uganda and international media.

Supervise the monitoring of the local and international press coverage, awareness, and attitudes concerning USAID programs and monitor effectiveness of the communications strategy. Provide feedback to inform ongoing activities and future programming.

As directed by the Mission Director, Deputy Director, and Supervisory Program Officer and in collaboration with PAO, respond to inquiries from the general public, media, and other sources about USAID programs and projects.

Publicity Events

Organize and coordinate press events for USAID projects in conjunction with the PAO, USAID Mission Director, USAID staff and implementing partners. This includes conferences, openings, ribbon-cuttings, and other ceremonies. Write press releases, speeches, and talking points; organize background briefings for media; compile and disseminate press packets; deal with protocol issues, site selection, staging, and logistical issues; identify and schedule speakers; liaise with U.S. and local government officials; write or edit Briefing Checklists (BCLs), scene setters, briefing materials and memorandums to the Ambassador or his/her deputies when participation in events is warranted; write or edit BCLs and Scene Setters for USAID's Front Office when participation in events is warranted; provide on-site coordination of media. Follow up with media to ensure coverage of public events. Manage the posting of all event information and materials to the Mission website.

Review and edit press releases, speeches, and talking points drafted by implementing partners for USAID events; review and edit BCLs and Scene Setters drafted by implementing partners for USAID events.

Submit all press releases and interview requests - in-house and those drafted by implementing partners - to PAO (and LPA, when appropriate) for review and approval.

Oversee the maintenance of a calendar of USAID program events and its distribution within USAID/Uganda, to Embassy stakeholders, and LPA in Washington.

Photograph and/or shoot video of USAID events for the USAID and Embassy websites and for USAID/Uganda's archives.

Serve as the Mission's primary point of contact for publicity events and site visits by official visitors from the U.S. Embassy, USAID/Washington, Congress, and other USG agencies or entities. Coordinate VIP site visits as necessary. Coordinate with Embassy on schedules and logistics. Lead the preparation of briefing materials, scene setters, and other information products and processes to support these visits. Maintain a diverse list of potential site visit locations appropriate for a variety of CODEL, STAFFDEL, and other high-level visitors to USAID/Uganda, coordinating closely with partners in advance.

Perform other duties/activities that the US Ambassador, USAID Mission Director, Deputy Director, Supervisory Program Officer, USAID/Washington and circumstances may dictate.

D. POSITION ELEMENTS

Supervisory Controls: The S/DOCO Specialist will report to the Supervisory Program Officer (the Team Leader). Given the professional level of the S/DOCO Specialist, supervision is exercised in terms of broadly defined guidance and flexible instructions. The S/DOCO Specialist is expected to take self-initiative in planning, executing and determining assignments that provide technically authoritative, expected results.

Available Guidelines: Foreign Affairs Manual (FAM), Foreign Affairs Regulations (FAR), Automated Directives System (ADS), Mission Orders, and Mission Notices. Judgment and ingenuity are required of the incumbent to interpret the intent of policies, directives and guidelines in his/her field of expertise and s/he should have the ability and experience to develop applications and guidelines.

Post Entry Training: On-the-job training will be provided relating to USG-specific procedures, regulations, and methods. Appropriate training courses will be offered, subject to course offerings and the availability of funds. The contractor shall annually complete Financial Disclosure Report (OGE 450 form), Financial Disclosure Report. The contractor shall attend mandatory annual Ethics training conducted at USAID/Uganda by the Regional Legal Advisor. The Contractor shall also be required to attend and successfully complete the mandatory Contracting/Agreement Officer Representative (COR/AOR) training and USAID Acquisition and Assistance. Other project management and implementation training will be provided when available and as needed. Contractor shall not make any unauthorized commitments for the USG.

Exercise of Judgment: The incumbent has wide latitude for the exercise of independent judgment to accomplish work of outstanding difficulty and responsibility. Substantial reliance is placed on the incumbent's use of judgment concerning priority and effectiveness of public relations documentation and activities. Judgment and ingenuity are required not only to interpret the intent of guidance and to develop application/guidelines but also to make quick decisions in settings that require immediate development outreach communication action with crucial implications on U.S. interest and no U.S. senior officials present to consult. Incumbent must react to and interpret changing circumstances in the local and international media and their effects on his/her work schedule and direct colleagues and subordinates to use effective means and skills on rescheduled work.

Authority to Make Commitments: None. Incumbent's recommendations though will lay basis for making commitments and contribute to policy decisions made by the Mission management team. The incumbent will, however, be required to head activities with no senior officials present that will require his/her expertise and leadership in such events as planning and coordinating partner workshops, donor conferences, project/program Press briefings, and conferences.

Nature, Level and Purposes of Contacts: Personal senior level contacts are with the Mission Director, USAID officials, local professional and international media, U.S. Embassy personnel including the Ambassador, USAID/W Bureaus, staff of implementers and institutional contractors' Chief of Party, local community leaders, as well as key host country officials and counterparts. Through effective development outreach communication actions, the incumbent must be skillful in determining the appropriate approach in working with senior professional contacts for the purposes of negotiating, persuading and gaining favorable impressions for USG activities, as well as acquiring support and rapport for U.S. projects and progress.

Supervision/Oversight over Others: This position is designated as a supervisory position with oversight of one to two Foreign Service Nationals. Given the highly specialized nature of the work, the incumbent shall provide indirect supervision to USAID employees concerning their work products and activities which intersect with the DOC responsibilities including site or fact sheets, press releases, interview skills, and site preparations.

Information Systems and Information Security: The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:

A. **Separation of Duties** - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

B. **Individual Accountability** - That an individual is solely responsible for his or her actions. S/he may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

C. **Need to Know** - That an individual, in the performance of his or her duties, has the requirement to access specific information which would otherwise not be accessible to him or her. S/he must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

E. QUALIFICATIONS AND SELECTION CRITERIA

(1) **General:**

USAID/Uganda expects to award a two year personal services contract. The successful applicant must be capable of securing a U.S. Government "Secret" security clearance. S/he must be able to secure a medical clearance.

Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. USAID reserves the right to conduct telephonic interviews with the most highly ranked applicants and make the interview a deciding factor in selection.

This position requires a combination of leadership, analytical, technical, and managerial skills. The incumbent must have excellent writing skills and be able to work under severe time pressures. The incumbent must be familiar with working well in an overseas environment with a wide range of governmental, non-governmental counterparts, local, regional, and international press.

A. Education: It is preferred, but not required, that the candidate hold a Master's degree with significant coursework in relevant fields. Relevant fields include - but are not limited to - journalism, communications, public relations or affairs, international relations, international development, public administration, development/area studies, and social studies. At least eight to 10 years' experience as a journalist, in public affairs or international relations is required.

B. Work Experience: The candidate must have at least five years' relevant experience in a developing country. Relevant experience is defined as work in journalism, public relations, communications, and/or outreach.

C. Language Proficiency: The candidate must be fluent in both spoken and written English.

D. Skills and Abilities: The candidate must have a demonstrated capacity in the following skills and abilities:

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Demonstrated ability to exercise sound, independent, professional judgment.

Excellent organizational and critical thinking skills.

Excellent written and verbal communication skills with a demonstrated ability to translate highly technical material into easy to understand narrative.

Exceptional interpersonal skills with the ability to influence relationships positively

Superior project management skills and the ability to take initiative working with the direction of management; must be able to take ownership of projects, creatively problem solve and see through to completion.

Strong and demonstrated knowledge of the principles and practices of public relations, media relations, and journalistic writing and reporting techniques.

Knowledge of technical aspects involved in the production of different public outreach activities, such as production of televised programs.

Maintain superior levels of professionalism while working under pressure in a fast-paced and sometimes difficult or dangerous environment.

Willingness to assume duties and responsibilities in all communications areas, as needed.

Strong, working knowledge of Microsoft Word, Excel, Power Point, and Internet applications.

Familiarity using a digital camera and videotaping equipment.

E. Must be a U.S. citizen or Resident Alien

F. U.S. Secret security clearance (or the ability to attain one) is required.

(2) Evaluation Criteria:

Applicant who do not meet the required minimum qualifications will be considered unqualified for the position and will be assessed using the additional selection criteria below.

All other applicants will be scored, and then ranked on the following selection criteria:

(a) Technical knowledge/Work Experience (40 points)

At least eight to 10 years' experience in related fields, such as public relations, journalism, or international development communications.

Experience supervising staff and work flows, working as a team member, and providing leadership in the areas of his/her competencies.

Demonstrated success in developing and disseminating information to a variety of target audiences.

Demonstrated success in designing and implementing effective public relations/communications campaigns targeted at specific audiences as well as the general public.

Demonstrated ability to craft information messages in various media formats (press releases, web sites, stories, etc.) targeting a variety of audiences.

Evidence of broad understanding of issues related to international development and transition economies.

Extensive writing and editing experience.

Demonstrated ability to establish and maintain collegial relations with press and media contacts and exercise sound judgment in representing the USG while discussing program activities with the press and media.

Broad operational planning experience, analytical ability, and the capacity to convert planning concepts into firm plans to meet a variety of contingencies.

Previous work experience with the USG or another international development organization in an overseas context is highly desirable.

(b) Communication Skills/Group Dynamics (30 points)

Applicant must provide evidence and examples of:

Effective team leadership skills and the ability to work effectively as a member of a multi-disciplinary, multi-cultural team.

Ability to make cogent arguments clearly and succinctly in written and oral presentations.

Initiative and proactive engagement with colleagues to complete assigned tasks in accordance with agreed timetables.

Ability to work independently, managing several activities at once, and to work under pressure to meet very short deadlines.

Evidence of outstanding coordination and organizational skills.

(c) Writing Skills (20 points)

Applicants must provide at least two writing samples with their application. The samples should be 350 to 1,500 words (preferably 750-1,000 words). They can be excerpts from larger articles or papers, and do not have to concern development or be written specifically for this solicitation. The samples should demonstrate the applicant's ability to clearly and lucidly communicate complex ideas to the public. The samples must be by the applicant, co-written articles are not accepted.

(d) Education and Training (10 points)

A Master's degree is preferred but not required, preferably in journalism, communications, international relations, international development, English, marketing, public administration, development/area studies, social studies or a related field.

Training in one or more of the following areas: development outreach and communications, writing, journalism, web site content management, presentation skills, or other areas that are relevant to the detailed duties and responsibilities outlined in Section III of the solicitation.

Extensive experience with Microsoft Word, Microsoft PowerPoint, and Microsoft Excel. Familiarity with the Adobe Suite, particularly using Adobe Photoshop. Experience with Facebook, Twitter, YouTube, LinkedIn, and RSS feeds.

Familiarity with digital camera and videotaping equipment.

Total Possible Points: 100

Basis of Rating

Applicants who meet the minimum qualifications will be evaluated based on the criteria listed above. Applicants are strongly encouraged to address each of the criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards you have received that are relevant to each. Be sure to include your name, social security number, and the announcement number at the top of each additional page. Failure to address the minimum selective and/or quality ranking factors may result in your application not receiving credit for all of your pertinent experience, education, training, and awards.

11. NOTICE TO APPLICANTS:

The highest ranked applicants may be interviewed. Applicants must provide at least three references with current contact information, preferably both an email address and a telephone number. The references will be asked to complete a questionnaire that assesses the applicant's technical knowledge, work performance, communication skills, and group dynamics, using the above specific criteria. The references will be asked to provide general assessment of the applicant's suitability for the position. It is the responsibility of the applicant to ensure submitted references are available to provide a written or verbal reference in a timely manner. In addition to comments from references, the Selection Committee will take into account awards or other evidence of outstanding performance in any areas related to the above selection criteria. USAID reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. USAID/Uganda shall not pay for any expenses associated with the interviews.

12. TERMS OF APPOINTMENT AND COMPENSATION:

This will be a two year contract. This position has been classified at a U. S. Government GS-14. The actual salary of the successful candidate will be negotiated within the range depending on qualifications and previous earning history.

This solicitation is for a U.S citizen and Resident Aliens offshore, local hire American or Aliens (resident in Uganda). Benefits and allowances will be paid in accordance with the policies and procedures set out in USAID Acquisition Regulation (AIDAR) Appendix

D depending on whether the successful candidate is a US citizen (offshore) or local hire U.S. Citizen or Alien (resident hire) as summarized below or found at:

<http://www.usaid.gov/policy/ads/300/aidar/pdf>

A. OFFSHORE AMERICAN AND RESIDENT ALIEN BENEFITS AND ALLOWANCES:

(1) Benefits:

1. Employee's F.I.C.A. & MEDICARE contributions
2. Contribution toward Health & Life Insurance
 - 72% of Health Insurance Annual Premium (not to exceed \$7,266 for contractor only and \$20,339 for contractor with family)
 - 50 % of Life Insurance Annual Premium (not to exceed \$500)
3. Pay Comparability Adjustment
 - Annual across the board salary increase for USG employees and USPSCs
4. Annual Step Increase except if at the top step of the grade
5. Eligibility for Worker's Compensation
6. Annual & Sick Leave

(2) Allowances (if applicable)*

- A. Temporary Lodging Allowance (Section 120)
- B. Living Quarters Allowance (Section 130)
- C. Post Allowance (Section 220)
- D. Supplemental Post Allowance (Section 230)
- E. Separate Maintenance Allowance (Section 260)
- F. Education Allowance (Section 270)
- G. Education Travel (Section 280)
- H. Post Differential (Chapter 500)
- I. Payments during Evacuation/Authorized Departure (Section 600)
- J. Danger Pay (Section 650)

B. LOCAL HIRE AMERICAN OR RESIDENT ALIEN BENEFITS AND ALLOWANCES:

1. Employee's F.I.C.A & MEDICARE contributions
2. Contribution toward Health & Life Insurance
 - 72% of Health Insurance Annual Premium (not to exceed \$7,266 for contractor only)
 - 50 % of Life Insurance Annual Premium (not to exceed \$500)
3. Pay Comparability Adjustment
 - Annual across the board salary increase for USG employees and USPSCs
4. Annual Step Increase except if at the top step of the grade
5. Eligibility for Worker's Compensation
6. Annual & Sick Leave

Federal Taxes: USPSCs are not exempt from payment of Federal Income taxes under the foreign earned income exclusion.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertaining to PSCs are available at:

http://www.usaid.gov/business/business_opportunities/cib/

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to the website to determine which CIBs and AAPDs apply to this contract. Additionally, AIDAR Appendixes D and J also apply to PSCs, which can be found at: <http://www.usaid.gov/policy/ads/300/aidar/pdf>

C. SECURITY AND MEDICAL CLEARANCES:

The successful candidate will not be able to travel nor commence work until:

A secret security clearance is obtained from USAID/Security in Washington DC. upon submission of the required documentation.

A medical clearance is obtained. For offshore U.S. citizens and U.S. Resident Aliens, this would entail clearance from the Department of State Medical Services. For resident U.S. Citizens, U.S. Resident Aliens would be from his/her physician/medical doctor of medicine.

NOTE: If a temporary security clearance and medical clearance are not obtained within 4 months, the offer may be rescinded.

List of Required Forms:

(A) Optional Form 612

Note: The forms listed below B through G shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

(B) Medical Form (DS Form 6561)

(C) EQIP Questionnaire for Sensitive Positions (for National Security (SF-86) or

(D) EQIP Questionnaire for Non-Sensitive Positions (SF-85)

- (E) EQIP Signature Forms (3-CER, REL, MEL)
- (F) Finger print Card (SF-87) (available from requirements office)
- (G) AID 6-85 (Foreign Residence Data)

13. INSTRUCTIONS TO APPLICANTS:

HOW TO APPLY

Qualified individuals **MUST** submit:

- A. Completed and hand-signed U.S. Government Optional Form 612 available websites Shortcut to: <http://www.usaid.gov/forms/>;
- B. Curriculum vitae/resume specifically addressing each selection criterion as outlined in the solicitation;
- C. Three (3) to five (5) references with current contact information.

To ensure applications are received in the Executive Office before the closing date, applications shall be submitted preferably by email. Additionally, fax, hand carry, DHL or FEDEX air courier are acceptable.

VIA EMAIL: To gnakaddu@usaid.gov copy to gmuntu@usaid.gov

VIA FAX: To Fax Number: 256-414-306-661

(VIA HANDCARRY/INTERNATIONAL COURIER)

Executive Officer
USAID/Uganda
US Embassy Compound - South Wing
Plot 1577 Ggaba Road
P. O. Box 7856, Kampala, Uganda

CLOSING DATE: Applications must be in the USAID/Uganda Executive Office no later than 4:45 p.m. Ugandan time Tuesday, August 14, 2012.

NOTE REGARDING GOVERNMENT OBLIGATIONS FOR THIS SOLICITATION

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 application.

Filling this position is contingent upon availability of funding and completion of final internal administrative approvals.