



# USAID | SOUTH SUDAN

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**Solicitation for Cooperating Country National (CCN)  
Personal Services Contract (PSC)  
System Accountant  
FSN -10**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72066821R00005
- 2. ISSUANCE DATE:** March 02, 2021
- 3. CLOSING DATE/TIME  
FOR RECEIPT OF APPLICATIONS:** March 17, 2021 before 17:00 PM
- 4. POSITION TITLE:** System Accountant (FSN-10)
- 5. MARKET VALUE:** FSN- 10, (\$32,892 - \$49,320) per annum  
In accordance with **AIDAR Appendix J** and  
the Local Compensation Plan of USAID/  
South Sudan. Final compensation will be  
negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** 5 Years. The services provided under  
this contract is expected to be of a continuing  
nature that will be executed by USAID  
through a series of sequential contracts,  
subject to the availability of funds.
- 7. PLACE OF PERFORMANCE:** US Embassy, Kololo Road
- 8. SECURITY LEVEL REQUIRED:** RSO Certification/Facility Access

Kololo Street , 2 <sup>nd</sup> Block next to European Union Juba South Sudan Tel:1202216279	USAID/South Sudan C/O: U.S Embassy Juba South Sudan
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## **9. BASIC FUNCTIONS:**

The incumbent serves as a Systems Accountant in the USAID/South Sudan's Office of Financial Management (OFM) Accounting Section. USAID/South Sudan is USAID's only Critical Priority Country (CPC) in Africa and has the unique distinction of being the Agency's largest Alternative Service Provider (ASP) with an annual budget of approximately \$30 million. The Mission also implements one of the largest development and humanitarian portfolios in the Africa Bureau with a combined OYB of \$650 million. The incumbent serves as a principal member of the Accounting team responsible for core financial management operations for USAID/South Sudan.

The incumbent reports to the Chief Accountant and in the absence of the Chief Accountant serves as Acting Chief Accountant and Supervisor of the Accounting and Voucher Examination Sections at USAID/South Sudan. S/he is the principal FSN employee responsible for all financial management operations for USAID/South Sudan; s/he oversees all facets of discharging the budgeting, accounting, payments and reporting aspects of OFM's responsibilities and monitors funds control at all budgeting levels. S/he serves as the FSN expert on financial management policies and procedures and provides financial advice to host government, US Embassy Officers, bi-lateral donors, international organizations, as well as Mission Directors and other senior USAID Officers. In this capacity, s/he assumes the Delegation of Authority to make commit funds up to \$500,000.

Under direct supervision of the Chief Accountant, s/he performs the full range of accounting and budget operations, including budget formulation and execution; budget monitoring; funds control; cash reconciliation; data analysis and reporting. In providing project accounting support to technical teams, s/he interacts directly with internal and external parties on matters relating to financial status and reporting requirements and provides clarity on USAID and federal financial management policies and procedures in accordance with generally accepted accounting standards.

As a professional position, it is anticipated that at times the duties and deadlines of this position may require the employee to work beyond normal working hours.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **FINANCIAL MANAGEMENT AND ACCOUNTING**

**60%**

Performs specialized financial management and accounting operations in support of all Program-funded and operating expense (OE) activities including ASP activities for USAID/South Sudan.

### **Project Accounting**

Reviews, processes, and provides clearance of all project/program financial transactions and related activities to ensure compliance with USAID accounting regulations/policies and procedures. This includes Development Objective (DO) funding document such as Limited Scope Grant Agreement, Strategic Objective Agreement, Development Objective Agreement, Modified Acquisition & Assistance Request Document or Requisition, Implementation Letter, Interagency Agreement, Contract, Grant, Travel Authorization, Purchase Order, and Lease documents. Based on this review, the incumbent provides funds availability certification to the Mission within each program budget allowance taking into consideration applicable Congressional earmarks, if any. Additionally, the incumbent verifies that the Congressional/Technical notification requirements

are met prior to the obligation; provides input to activity implementation documents to ensure all accounting concerns are properly addressed; and ensures adequate controls over the program resources are provided in the financial descriptions annexed to the obligation documents.

Responsible for tracking and monitoring fiscal and accounting transactions; providing certification of funds availability; budgetary and funds control administration; and requesting for additional budget allowance to make upward adjustments to existing obligations, corrections to obligations, and transfers of disbursements between appropriations. Resolves ongoing difficulties in processing commitments and obligations of project funds.

### **Budgeting**

Formulates and monitors budget information for program administrative support operations. This includes capturing and analyzing budgetary information that is necessary for submission of the Mission's annual budget requests detailing OE and Program administrative budgets, workforce planning, special operations and account reporting. Additionally, the incumbent provides financial support to the implementation of the annual Program-Funded Operational Cost budget. Obtains, compiles, and summarizes narrative information and quantitative data for use by others within the office; analyzes and verifies the costs of line items in the budget and enters the costs in standard forms and schedules; and extracts budget and program data from computer printouts of accounting records, forms, and reports for use by Mission.

Coordinates with the Program Office (PRO) to ensure accurate and timely posting of Program budget allowances by development objectives in the financial system (Phoenix). Tracks and monitors the Program budgets once the Operating Year Budget is approved and ensures allowances are not exceeded. Conducts periodic budget reviews with Mission representatives, alerting them of any control weaknesses and suggests remedial measures. Performs reviews, analyzes and develops a detailed pipeline analysis of US Personal Services Contractors and Foreign Service National Personal Services Contractors and develops financial projections for each contract as required by the cognizant activity managers.

### **OE and Working Capital Funds (ASP)**

Assists the OE and ASP Accountants with all facets of their portfolio and serves as back-up as needed.

## **FUNDS CONTROL AND COMPLIANCE**

**10%**

### **Resource Management and Funds Control**

Maintains the performance and integrity of the Agency automated accounting system (Phoenix) to ensure accuracy of the official accounting records for a variety of complex technical programs. Operates Agency's automated data processing system to establish and maintain budget allowances, general ledgers transactions, commitments, obligations, earmarks, and liquidation status records for all activities.

Performs on continuing basis a comprehensive review of unliquidated obligations and prepares journal vouchers to de-obligate administrative funds including the quarterly auto-de-obligation tool as required for possible re-obligation into other activities. Recommends to technical offices possible de-obligation of program activity funds that are under the Letter of Credit (LOC) mechanism to initiate a request to the Office of Acquisition and Assistance for award amendments.

Monitors and controls funds usage to ensure the budget is not exceeded. Periodically performs an analysis of past expenditure rates, current and projected pipelines, and future burn rates to ensure that adequate funding is always maintained, and accurate accruals are prepared.

### **Compliance**

Ensures compliance with Agency policies and procedures regarding standard operating accounting processes. These include developing, verifying, recording and reporting accruals; following-up and recording 1311 reviews; identifying, reporting, and coordinating with the Office of Acquisition and Assistance in following up on instruments requiring close-outs; developing and reporting planned expenditures; performing cash reconciliation and addressing/posting all open cash reconciliation items under the Dollar appropriated funds; and developing pipeline analyses. Contributes to documentation requirements for the conduct of periodic audits and assessments as mandated by the Government Management and Reform Act and Office of Management and Budget circulars. Applies the first-in-first-out (FIFO) accounting method in utilizing the appropriated funds.

Develops and implements proper procedures and controls in accounting operations during the fiscal monthly, quarterly, and annual closures; and ensures proper, timely, and accurate reporting of cut-off financial information and data reports to Mission Management, the Bureau, and USAID/Washington.

Advises mission personnel on current changes in USAID financial management procedures and policies. Responsible for assuring that effective controls are in place for the efficient processing of funds to a wide range of complicated grants, cooperative agreements, contracts, and other implementing mechanisms which require long-term professional knowledge of USAID technical procedures.

### **REPORTING AND ANALYSIS**

**30%**

Responsible for assessing the consistency and soundness of project and administrative financial transactions, interpreting financial data and creating useful information and reports that support recommendations made to senior management.

Prepares timely periodic accounting reports such as detailed quarterly and summarized pipeline reports, expiring funds and funds to be cancelled reports, and budget status reports. Based on data generated, develops expected burn rates for the upcoming six-month period and discusses corrective actions leading to more timely expenditure of Program funds.

Develops internal ad hoc reports with graphical presentation of the financial data to illustrate management efficiency of Mission programs. Consults with various technical offices on the program/sector reporting needs and analyzes the information required in order to design and generate tailored financial reports from official accounting data.

Coordinates with the Executive Office on the compilation and submission of quantitative data and analysis to respond to periodic reporting of USAID Financial Data Collection on Property, Plant and Equipment; Operating Leases; Expendable Property; Payroll-related accruals (Unfunded Annual Leave for USPSCs and FSNPSCs, and FSN Severance Liability Pay Trust Fund). Prepares monthly cash reconciliation reports between the U.S. Treasury account and USAID's automated financial system.

Calculates recurring obligations, prepares Journal Vouchers, and enters in the automated system (Phoenix) after approval. Reconciles the accounting entries against the financial documents, bank statement, USDO and U.S. Treasury records; and adjusts the Statement of Difference(s) in the accounting system or through IPAC to make the reconciling items current. Analyzes reconciling items, prepares necessary transaction documents (e.g. journal vouchers and SF1081's), and coordinates with the USDOs for immediate closure. Records and reconciles disbursements and advances received from Washington and other Missions through the IPAC system. Generates the U.S. Treasury Disbursing Office's checklist and reconciles against Mission records. Reviews and monitors account receivables maintained in the automated system. Coordinates with the Department of State Financial Management Center on the appropriate fiscal data for USAID's administrative vouchers.

In the absence of the Chief Accountant the incumbent serves as Acting Chief Accountant and supervisor of the Accounting Division and Payment Divisions of OFM. In that capacity s/he is the principal FSN employee responsible for all financial management operations for USAID/South Sudan; s/he oversees all facets of discharging the budgeting, accounting, payments and reporting aspects of the Controller's responsibilities and monitors funds control at all budgeting levels. S/he serves as the FSN expert on financial management policies and procedures and provides financial advice to host government, US Embassy officers, bi-lateral donors, international organizations, as well as Mission Directors and other senior USAID officers. In this capacity, s/he assumes the Delegation of Authority to make commit funds up to \$500,000.

In consultation with the Chief Accountant, documents policies and procedures governing the project accounting function of OFM. Responds to audit and other financial data call requests from USAID/Washington. Considers areas of possible enhancement of project accounting operations and recommends improvements in efficiency and internal control. Reviews vouchers to ensure cash and credit card charges are posted to the correct funding documents. Also, helps to calculate and verify the allowances and entitlements for USDH and local and offshore USPSC employees. As the senior Accountant, provides technical assistance and mentoring to the Project Accountants and OE and ASP Accountants. Performs other miscellaneous duties as assigned by the Controller, Deputy Controller and/or Chief Accountant.

Periodically accompanies technical staff to implementing partner visits. Reviews financial management processes and provides advice on transaction recording and maintaining project expenditures. Reviews and make recommendations on utilization of electronic financial management systems

**AREA OF CONSIDERATION:**

Cooperating Country Nationals (CCNs) applicants. Cooperating country national means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

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

**11. POINT OF CONTACT:** [jubahr@usaid.gov](mailto:jubahr@usaid.gov)

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

**EDUCATION:** A master's degree in Accounting, Finance, Business Administration or related field is required. In addition, a professional certification, (e.g. CPA or ACCA) is required.

**EXPERIENCE:** A minimum Five (5) years post CPA/ACCA progressive experience in professional financial analysis, accounting or auditing firm is required. Experience leading teams, either formally or informally, is required.

**LANGUAGE PROFICIENCY:** Level IV (fluency – speaking/reading/writing English is required).

### **KNOWLEDGE, SKILLS AND ABILITIES (60%):**

A thorough knowledge and understanding of generally accepted accounting principles (GAAP) and generally accepted auditing standards (GAAS); principles and accepted practices of South Sudanese governmental and business institutions with regards to finance, accounting, budgeting and reporting; as well as governmental and not-for-profit accounting, budgeting and reporting are required. Excellent leadership skills, personnel management and supervision skills are required. Skills and abilities in performing audits (financial and programmatic), internal control assessments, financial reviews, compliance reviews, etc. are required. Ability to perform sophisticated analysis of management controls and capabilities of partner/beneficiary organizations is required. Ability to evaluate financial aspects of activities and programs, institutional capacities and capabilities is required. Ability to present results and recommendations to a broad audience, both orally and in writing, is also required. Excellent interpersonal skills are required, as incumbent will frequently be working with the officials and staff of the Host government, Contractors, Grantees, and others who may be unfamiliar with USAID's programming and budgeting process.

### **EVALUATION AND SELECTION FACTORS**

After the closing date, applications will be initially screened to determine whether applicants have met the advertised qualifications. Applications from candidates who meet the minimum requirements will be reviewed and evaluated by a technical committee in accordance with the evaluation factors. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference check will be made only for applicants considered as finalists. 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, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications. The final selected candidate must obtain required security and medical clearance within a reasonable period of time (USAID will provide details to the selected candidate). A substantial delay in obtaining either security or medical clearance will make the applicant ineligible for selection.

## **III. EVALUATING FACTORS:**

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as the applicant's writing, presentation

and communication skills.

The TEC will consider all offerors below the full performance level on an equal basis for their demonstrated potential to raise to the full performance level.

The following factors are listed in descending order of importance:

1. Demonstrated Skills and Abilities
2. Demonstrated Technical Knowledge
3. Relevant Experience

The factors will be basis for scoring the applications and creating an initial ranking of candidates. Only the highest-ranked applicants (finalists) will be interviewed. Those finalists will also be evaluated on their interview performance, and, finally, satisfactory professional reference checks.

In summary, the steps in the applicant rating system are as follows:

1. Meet minimum requirements: Pass/Fail
2. Evaluation of application in relation to the evaluation factors, which when combined, are of equal importance to interview performance
3. Interview performance which is of equal importance to evaluation factors
4. Reference Checks: Pass/Fail

#### **IV. PRESENTING AN OFFER**

- a) Eligible Offerors are required to complete and submit the offer form:
  - Cover Letter of Interest
  - An up-to-date Resume/C.V.
  - USAID Application Form (to be filled out completely). The Application form is available for download from the internet <https://ss.usembassy.gov/embassy/jobs/>
  - Applicants must submit a Narrative Statement addressing each of the evaluation factors in 500 words or less.
- b) Offers 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**.
- c) To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

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

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

1. *Medical History and Examination Form (Department of State Forms)*
2. *Security Questionnaire for Locally Employed staff*
3. *Finger Print Card (FD-258)*

## **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized in accordance with Mission policy and local labor law.

## **VII. 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 302-4** 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 in South Sudan 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.***

**END OF SOLICITATION**