



ADMINISTRATIVE NOTICE

NO. 84-24

DATE: 07/16/2024

TO: U.S. Citizens of U.S. Permanent Residents residing in Guatemala, who are eligible to work in Guatemala, this includes Eligible Family members (EFMs) within the United States Embassy Community.

FROM: Guadalupe Ramirez, Contracting Officer

SUBJECT: VACANCY ANNOUNCEMENT **AMENDMENT**
Solicitation No.72052024R00002-**00001**, Senior Development Outreach and Communications (DOC) Director (GS-15)

OPENING DATE: 07/16/2024

CLOSING DATE: 08/04/2024 at 11:59 p. m. (Guatemala time)

This is an amendment to the original solicitation. Previously-submitted applications will be considered and do not have to be re-submitted. The deadline for submission has been extended due to the issuance of this amendment.

TO APPLY:

1. Eligible offerors are required to complete and submit the offer form AID 309-2, "[Offeror Information for Personal Services Contracts with Individuals,](http://www.usaid.gov/forms)" available at <http://www.usaid.gov/forms>.
2. 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.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
 - a. Please submit a Letter of Application and current resume.
 - b. Three (3) references, who are not family members or relatives, with working telephone and email contacts. The references must be able to provide substantive information about your past performance and abilities. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation of the applications.

- c. Application must be submitted ONLY via email to GuatemalaVacancies@usaid.gov and the email subject **must** say –: **USPSC SOL#72052024R00002 – Senior Development Outreach and Communications (DOC) Director for PPSO. Be sure to include your name and the solicitation number at the top of each page.**

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

For a full description of duties and evaluation criteria,

please visit:

<https://www.usaid.gov/guatemala/partner-with-us/careers>

or

<https://gt.usembassy.gov/usaid-is-not-using-era-so-you-can-find-application-instructions-within-each-vacancy/>

Cleared and approved by: Guadalupe Ramirez, Contracting Officer