**Become a PSC**

# What is a Personal Services Contractor?

In USAID, a personal services contractor, or PSC, is an individual who enters into a contract that generally establishes an employer-employee relationship with the Agency. The individual appears, in many respects, to be a U.S. Government employee. However, USAID’s PSCs are not legally USG employees for the purpose of any law administered by the Office of Personnel Management.

The Global Corps-Health PSCs provide technical support from mid to senior level for USAID’s Bureau for Global Health. Assignments can range from a few weeks up to 5 years depending on the solicitation.

# To apply, applicants MUST:

* Be a U.S. Citizen (Permanent residents may qualify on a case-by-case basis)
* Have a minimum of a Bachelor’s degree in a relevant field - Additional education and experience requirements may vary depending on the scope of work.
* NOT be a current Federal employee at the time of the project’s start date
* Be able to obtain and maintain a security clearance, although an active clearance is not needed to submit an application
* Be able to obtain and maintain a medical clearance (for international positions)

# Required Documents

Please note that some solicitations may have slightly different requirements from those shown below. **In case of differences, the posted solicitation is the document that governs.** If you have any questions, please contact GlobalCorps-Health.

Applicants interested in applying for an open position **MUST** submit the following materials:

(1) **A complete resume -** Resumes must include:

* 1. Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all overseas field experience must also be detailed.

# Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.

* 1. Specific duties performed that fully detail the level and complexity of the work
  2. Names and contact information (phone and email) of your current and/or previous supervisor(s)
  3. Education and any other qualifications including job-related training courses, job- related skills, or job-related honors, awards, or accomplishments
  4. Country of Citizenship (U.S. citizenship required for all USPSC positions.)

# A supplemental document specifically addressing each of the Quality Ranking Factors/Evaluation Factors (QRFs/EFs) shown in the solicitation

1. Qualified individuals must submit no fewer than three (3) and no more than five (5) references, who are not family members or relatives. Submitted references MUST include the following information:
   1. Name of reference
   2. Applicants’ relationship to reference
   3. Title of reference at current job
   4. Reference current telephone number (work or personal)
   5. Reference email address (work or personal)

At least two (2) references must be from direct supervisors (current or prior) who can provide information regarding the applicant’s knowledge/relevant experience. All references must be from within the last ten years of applicant’s professional life. Applicants are advised to ensure the information provided is current for all references.

1. Once the first phase of the applicant screening process has been completed, applicants that are still under consideration will need to submit a completed and hand signed copy of the OF 612.

No exceptions to the minimum document submission requirements will be allowed. Your resume should contain sufficient information to make a valid determination that you fully meet the experience requirements as stated in this solicitation. This information should be clearly identified in your resume. Failure to provide information sufficient to determine your qualifications for the position will result in loss of full consideration.

# Additional documents submitted will not be accepted. Incomplete or late applications will not be considered.