

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post <p style="text-align: center;">Abidjan</p>	2. Agency <p style="text-align: center;">HHS/CDC Cote d'Ivoire</p>	3a. Position Number
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.
 Yes No

4. Reason For Submission

a. Redescription of duties: This position replaces
 (Position Number) _____, (Title) _____ (Series) _____ (Grade) _____

b. New Position _____ Budget Analyst

c. Other (explain) _____ Hiring purpose

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	BUDGET ANALYST FSN-405	8		
b. Other				
c. Proposed by Initiating Office	Budget Analyst			

6. Post Title Position (If different from official title)	7. Name of Employee
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8. Office/Section <p style="text-align: center;">CDC/GAP Cote d'Ivoire</p>	a. First Subdivision <p style="text-align: center;">Management and Operations</p>
b. Second Subdivision <p style="text-align: center;">Management</p>	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
_____ Typed Name and Signature of Employee Date (mm-dd-yyyy)	_____ Typed Name and Signature of Supervisor Date (mm-dd-yyyy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
_____ Typed Name and Signature of Section Chief or Agency Head Date (mm-dd-yyyy)	_____ Typed Name and Signature of Admin or Human Resources Date (mm-dd-yyyy)

13. Basic Function Of Position

The Budget Analyst will be responsible for performing a wide variety of administrative and analytical duties connected with the review, justification and presentation of budgets. Analyzes current and past budgets, prepares and justifies budget requests. Analyzes accounting records to implement program and submits recommendations for budget allocations. Advises staff on cost analysis and fiscal allocations.

14. Major Duties and Responsibilities

1. Performs budget planning and assists with formulating PEPFAR budget for CDC Abidjan. Analyzes and reviews funding authorizations for CDC to ensure that data are consistent with USG rules and regulations. 100 % of Time
35%

Provides advice to top management on budget issues and the federal budget process. Develops, recommends, and implements budgetary policies affecting the financing and accomplishment of program budgets. Provides long-range analysis of the potential effects of budgetary actions on accomplishment of objectives. Provides authoritative interpretations of OGAC (OMB) policies and precedents. Tracks progress of relevant appropriations through HHS/CDC and OGAC. Involves in monitoring and tracking funds allocated to partners.

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(See Addendum 1)

15. Qualifications Required For Effective Performance

a. Education

University Degree (Bachelors) in business administration, accounting, financial management, or related field is required.

b. Prior Work Experience

A minimum of 3 years of progressively responsible experience in accounting, budget and/or financial management is required.

c. Post Entry Training

The incumbent will be expected to possess the necessary technical training and skills required to perform the duties and responsibilities required of the position. Post entry training will be focused primarily on USG government financial management rules and regulations including agency-sponsored courses financial management and budgets. Necessary post entry training will be provided on-site or at regional or US based facilities.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
Level III (good working knowledge) English speaking/reading/writing ability required.
Level IV (Fluency) French speaking/reading/writing required.

e. Job Knowledge

Expert knowledge of budgeting principles is required. Knowledge of financial management principles desirable. Prior work experience in Cote d'Ivoire, including budget development and tracking for donors or at the headquarters level required. Knowledge of USG policies, guidelines and procedures for administration and financial management of contracts, grants and cooperative agreements, including familiarity with Code of Federal Regulations and OMB Circulars, is desired.

f. Skills and Abilities

Incumbent is required to have computer keyboarding skills (both speed and accuracy) and the ability to use office software packages, including word processing and spreadsheets. Budget tracking will require standard numerical skills. Demonstrated ability to identify priority actions, generate and complete work plans within short time frames. (See Addendum)

16. Position Element

a. Supervision Received

The incumbent works independently under the supervision of the Associate Director of Management who establishes broad program outcome strategies and goals. The incumbent works within a broad framework and with a minimum of supervision to determine approaches to be taken and methodologies to be used in planning and implementing activities and resolving problems to accomplish desired program outcomes. Completion of tasks and assignments will be reviewed regularly through results achieved, required written reports and oral progress reports.

b. Supervision Exercised

This position does not have direct supervisory responsibilities.

c. Available Guidelines

Written PEPFAR, CDC and other USG agency policies and guidelines for management of cooperative agreements and technical literature related to incumbent's area of expertise. International accounting and ethical standards, Agency and USG directives, regulations and policies. CDC and MOH rules, regulations, and policies issued both in writing and orally. PEPFAR strategic objectives and operating provisions. The Country Operational Plan (COP). Frequently, the incumbent will apply these guidelines independently as circumstances may dictate. FAR/FAM/FAH/DSSR.

d. Exercise of Judgment

Incumbent is allowed flexibility in making operational decisions and recommendations, to solve problems.

e. Authority to Make Commitments

The incumbent has no signatory authority to commit USG funds, but will make recommendations on funding applications for financial assistance from the USG based on technical merit of the proposals and appropriateness of budget requests. Incumbent works independently to provide technical financial consultation to program staff and partners. Incumbent has the discretion to plan and adjust only own work.

f. Nature, Level, and Purpose of Contacts

Contacts are with a wide variety of people at many different levels (professional and political), both inside and outside of PEPFAR and CDC (e.g., MOH and other relevant government Ministries, international organizations, universities). Incumbent must provide consistent and credible representation of PEPFAR to USG colleagues, donors, and other partners and coordination bodies for financial management issues. Will have contacts with both mid level and high ranking government officials and other partners to discuss project management issues related to finance and budgets.

g. Time Expected to Reach Full Performance Level

12 months.

Addendum 1

Develops annual ICASS workload counts and prepares other reports as requested. Reviews ICASS bills for accuracy.

Responsible for administration and record management of Petty Cash.

2. Analyzes accounting records to determine financial resources required to implement program and submits recommendations for budget allocations.

25%

Reviews and recommends funding levels in consultation with program staff, supervisor and DD. Develops and maintains systems for tracking the allotment of funds by program budgets. Accomplishes a high degree of oral and written communication by leading meetings, briefings, presentations, and reviews and by providing formal correspondence and reports. Makes quarterly and annual reviews of COAST reports to monitor expenditures.

3. Function as a key advisor program staff on financial and budgetary matters. 25%

Routinely interfaces with a wide variety of internal and external partners, developing alternative solutions and providing guidance and recommendations to the most complex and controversial budgetary issues. Participates in partner site visits when requested as a technical advisor on budget matters.

Assesses the adequacy of prospective partner's accounting systems and internal controls, as well as institutional capacity to manage USG funds and makes appropriate recommendations.

Provides financial advice and monitors the financial reporting for the program to ensure timeliness and accuracy of financial reporting;

Conducts periodic pipeline analysis of funds and generates reports on findings. Conducts financial reviews using CDC Funds Status reports, FSC Charleston 60 and 62 reports and Project Budget Summary Report generated financial plans. Continually reviews and adjusts allotment accounts based on input for recurring requirements. Detects and reports any errors in COAST files.

Provides training and technical assistance to staff to ensure compliance with applicable US Government rules and regulations in the areas of financial management, budgeting and procurements.

Performs other duties that may be assigned.

15%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

f. Skills and Abilities

Ability to establish effective diplomatic working relationships with individuals and official representatives of public health organizations, particularly those representing host nation Ministries, local and other international organizations.

Must have strong oral and written skills both in English and French, including the ability to clearly communicate and negotiate new financial management concepts and achieve results with a wide range of program partners to technical and non-technical counterparts.

Strong analytical, budgeting and conceptual skills to relate funds management with PEPFAR mission, programs, and projects.