

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 008-2015

OPEN TO: All Interested Candidates/ All Sources

POSITION: Public Health Administrative Management Specialist (Finance),
FSN-10
THIS IS A TERM POSITION FOR ONE YEAR ONLY

OPENING DATE: January 23, 2015

CLOSING DATE: February 11, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinary Resident (OR)
(Position Grade FSN-10)

*Not-Ordinarily Resident (NOR)
(Position Grade FP-00)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

The United States Embassy in Freetown is seeking an individual within or outside the Mission for the position of Public Health Administrative Management Specialist (Finance). The position is located in the Centers for Disease Control and Prevention (CDC) Section and reports to the Centers for Disease Control and Prevention Program Operations Assistant.

BASIC FUNCTION OF POSITION:

Job holder is the senior specialist responsible for day-to-day at post financial management of agency programs funded by the U.S. government Ebola Response Initiative. Job holder responsibilities include budget forecasting, financial analysis, tracking of grant awards and disbursements, and cost accounting. Job holder interprets U.S. Government (USG) financial and account management procedures, reviews technical program documents for budgetary and cash flow implications, and ensures efficient use of financial resources. Also, please see appendix C below.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. THIS IS A TERM POSITION FOR ONE YEAR ONLY.

- 1. Education:** Bachelor's degree or host country equivalent in finance, accounting, public administration, business administration, or management is required.
- 2. Experience:** Five years of progressively responsible experience in accounting, auditing, budgeting or financial management for a public health or development-related public or non-governmental organization is required.
- 3. English Ability:** Level IV (fluency - speaking/reading/writing) in English is required. This will be tested.
- 4. Other Criteria:** Detailed knowledge and understanding of principles and accepted general accounting procedures of USG and in-depth knowledge of host government systems in relation to finance, accounting and reporting is required
- 5. Other Skills:** Advanced levels of analytical and computational ability to analyze, compile and present copious amounts of auditable financial information in a concise manner are required.
- 6. Interpersonal skills:** Must possess excellent inter-personal skills are required in order to coordinate with USG colleagues and implementing/cooperating partners to ensure mutual cooperation.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible

to apply.

4. Currently employed US Citizen EFMs who hold Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html OR
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); OR
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; PLUS
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above

SUBMIT APPLICATION TO:

The Human Resources Section
(Application for Public Health Administrative Management Specialist (Finance))
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076/022-515-075

POINT OF CONTACT:

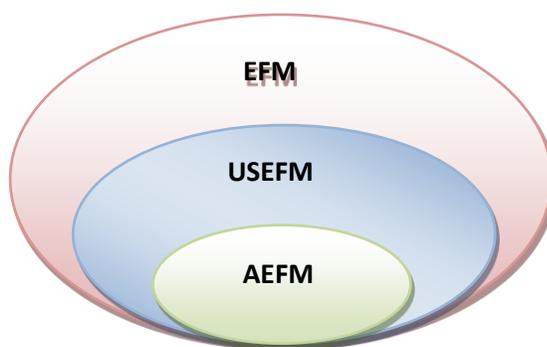
Human Resources Section: 076-515-000

CLOSING DATE FOR THIS POSITION: February 11, 2015

The U.S. Mission in Freetown, Sierra Leone 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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM

authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
- Is a U.S. citizen; and
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
 - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
 - Does not receive a Foreign Service or Civil Service annuity
4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
- Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:
- Is not a citizen of the host country; and
 - Does not ordinarily reside (OR, see below) in the host country; and
 - Is not subject to host country employment and tax laws; and
 - Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:
- Is locally resident; and

- Has legal, permanent resident status within the host country; and
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

APPENDIX C

COMPLETE JOB DESCRIPTION - PUBLIC HEALTH ADMINISTRATIVE MANAGEMENT SPECIALIST (FINANCE)

Job holder is the senior specialist responsible for day-to-day at post financial management of agency programs funded by the U.S. government Ebola Response Initiative. Job holder responsibilities include budget forecasting, financial analysis, tracking of grant awards and disbursements, and cost accounting. Job holder interprets U.S. Government (USG) financial and account management procedures, reviews technical program documents for budgetary and cash flow implications, and ensures efficient use of financial resources. Carrying out these financial functions requires the job holder to develop close working relationships with agency headquarters financial management staff, agency program managers, program managers and senior staff of other agencies as well as senior managers of collaborating partners

Budget Administration - Program Funding 65%

Job holder oversees the at-post budget functions and accountability for all agency program (non-operating) expenditures. The incumbent coordinates the formulation and administration of the agency's annual program budget, including budget projections, planning, tracking and reporting. This involves working with senior staff and program managers to develop an overall annual budget projection for both local and international staff, as well as budgets for each of the discreet program activities. Job holder then reviews all budgets submitted for funding by programmatic sections for accuracy, appropriateness and feasibility; provides feedback for improvement as needed.

Job holder analyzes spending by activity each quarter and at the end of the fiscal year. Analyzes and evaluates the cost implications of program plans and continually monitors control point expenditures in relation to planned levels.

Compares annual budget projections with actual expenditures to make adjustments and to report discrepancies. Based on these observations, advises senior staff of funds that may be available for new activities, or of unforeseen shortfalls. Prepares and provides all necessary documentation to support any financial data (i.e., indirect cost analysis, transfers of funds, Payment Management Systems draw downs and special authorizations) for anticipated audits.

Job holder maintains responsibility for files management of all financial records within the office in accordance with federal financial management and accounting procedures. Job holder is responsible for controlling access to both electronic and paper files concerning the financial reporting for Ebola related programs.

Job holder is responsible for meeting all agency financial reporting requirements and deadlines. Compiles and distributes regular and end of the year financial reports on actual expenditures by activity and object class.

Implementing Partner/Extramural Activities: 20%

Job holder joins program managers/ project management specialists and the agreements administration manager to review all applications, supplemental awards, requests for extensions, and funding for technical and budget soundness. Job holder makes recommendations to agency management on the financial aspects of the proposals.

Job holder conducts financial reviews of potential grantees to determine the adequacy of their accounting systems and internal controls, as well as their institutional capability to implement agreements for ongoing projects.

Job holder assists cooperative agreement partners in understanding agency budget categories and assists in the review of their budget requests to assure that proposed costs are allowable, allocable and reasonable; provides financial advice and monitors the financial reporting of implementing partners to agencies' headquarters to ensure timeliness and accuracy of financial reporting; monitors and reviews fund spending requests to ensure compliance with the U.S. Payment Management System (PMS) regulations; Conducts periodic pipeline analyzes and reports to program/project management staff.

Job holder makes field trips with project officers to examine project accounts for accuracy and propriety of expenditures. Provides technical assistance to grantees about budget categories to assure the appropriateness of their budget requests. Coordinates with the agency procurement and grants office as well as the agency's payments management services in reviews of grantees' audited financial statements to ensure accuracy and compliance with project agreements.

Job holder provides briefings/presentations on a regular basis to agency program managers and to mid-level management of the implementing partners on financial reporting requirements and use of accounting software to ensure compliance with USG financial reporting requirements. On a one-on-one basis job holder provides advice to implementing partners in the development of long and short term financial strategies and plans to achieve financial goals supporting objectives of the implementing agreement. Helps partners to develop plans in accordance with approved budgets and to monitor adherence to USG financial standards.

Job holder drafts reports to agency leadership that identify non-compliance with regulations, inefficient operations, or improper practices. Develops constructive recommendations for improvements to the financial position of the organization.

Job holder reviews required annual audits for implementing partners, providing partners with required deadlines for annual budget audits and lists of international auditing firms approved to perform annual audits of cooperation agreements for the USG. Once audits are completed, job holder analyzes the audit reports and management letter reports to assist the recipients in implementation of audit follow-up activities. Job holder is directly involved in addressing any discrepancies in internal controls identified by grantee external auditors and to report such concerns with suggested remedies to agency management for further action. Provides detailed procedural guidance to implementing partner finance directors on better systems designed to address all issues raised in the audit and internal systems review reports

Job holder is the primary liaison with the agency headquarters finance office and the International Cooperative Administrative Support Services (ICASS) financial management office at post. Job holder tracks all local and international payments and communicates closely with ICASS financial staff to monitor and manage expenditures throughout the budget year.

Job holder participates in the formulation of the agency's annual operating budget, including ICASS charges, Capital Security Cost Sharing (CSCS) taxes, capital equipment and shipping and customs charges. Job holder oversees the budget control process and analyzes variances between the budget and actual expenditures. Job holder provides advice and recommendations to the head of the executive or management and operations office on timing of expenditures relative to the federal budgetary processes and how to manage end-of-year fiscal closeout. Oversees and maintains systems used to manage funds and ensures daily control of funds are received and disbursed. Job holder oversees the preparation of periodic funding requests. The annual operating budget for the agency, including intramural, extramural and direct is approximately 50 million USD.

The job holder serves as a sub-cashier and manages agency petty cash funds in the amount of \$500. The incumbent is responsible for the safekeeping, disbursement, replenishment, and reconciliation of petty cash. Files the monthly report of petty cash status and monitors the use of petty cash by agency staff to ensure policies, guidelines and regulations are followed. (Note: Some agencies may require that the job holder be a direct hire employee if cashier or sub-cashier responsibilities are attached to the position.)

III. Interagency Coordination

10%

Job holder participates as an agency representative at inter-agency administrative and strategic planning meetings where recommendations for country and regional financial commitment targets for agency programs are developed. Such meetings may include representatives of other USG implementing agencies: Departments of State, Department of Defense and Peace Corps.

IV. Other duties as assigned

(5%)

Incumbent will be required to perform other duties as assigned by the agency.

****Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**