

**ANNOUNCEMENT NUMBER: 11-005**

**OPEN TO:** Current employees of the Mission; Foreign Service Nationals only.

**POSITION:** **PROGRAM BUDGET SPECIALIST FSN-10**

**OPENING DATE:** January 13, 2011

**CLOSING DATE:** January 29, 2011

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Ordinarily Resident: US\$ 53,905.00 p.a. (Starting salary)  
(Position Grade: FSN-10)

**LENGTH OF HIRE:** Permanent Position

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S Agency for International Development (USAID) is seeking individuals for the position of Program Budget Specialist, to be placed in the Program Office at USAID.

**BASIC FUNCTION OF POSITION**

Under the Program Office of the USAID Angola Mission, the Program Budget Specialist (PBS) will have the primary responsibility for presenting information and organizing leadership discussions related to the Mission's program budget. This will include analysis of previous as well as future funding levels by sector, and provide recommendations that allows for an appropriate balance in operational and programmatic funding levels. Incumbent will interact with the USAID Africa Bureau's Office of Development Planning to ensure smooth planning and transfer of funding, and collaborate closely with the Mission's Finance Office to ensure appropriate allocations.

As a core member of the Program Office, the PBS will closely support the annual reporting and planning functions. This will entail supporting and working with technical teams to ensure their understanding of guidance and directives, and providing support in the collection of information. Thus the incumbent will have a full range of consultative, advisory, monitoring, and information gathering responsibilities of broad scope and complexity. The incumbent serves as a key liaison person with senior USAID officials within the Mission and USAID/Washington, as well as with other donors, NGOs, and

partners as needed on budget and programmatic issues. The incumbent is expected to establish effective relationships with these diverse actors and become very knowledgeable in USAID's procedures and regulations, including the substantive and administrative elements of USAID's assistance mechanism. The incumbent must be capable of working independently on a number of tasks simultaneously with minimal supervision.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 222 64 12 51.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. **REQUIRED EDUCATION:** A minimum of college or university studies or a degree in business administration, public administration, finance, social science, accountancy, or related field.
2. **REQUIRED WORK EXPERIENCE:** At least two to five years of closely related professional experience. Experience in budgetary and financial analysis as well as general interpretation of program data.
3. **REQUIRED LANGUAGES:** Level IV English proficiency and fluent Portuguese is required.
4. **OTHER REQUIRED SKILLS/ABILITIES:** Computer literacy in word processing, spread sheets and presentation packages are required. Ability to obtain and analyze data, and to prepare precise and accurate budget reports. Demonstrated tact and understanding in dealing with technical teams and USAID virtual team members.
5. **REQUIRED JOB KNOWLEDGE:** A thorough knowledge is required of USAID accounting budgeting procedures, including an understanding of accrual accounting.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

## **TO APPLY**

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

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

\* Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

### **SUBMIT APPLICATION TO**

USAID/Angola  
Attention: HR Office  
Av Presidente Houari Boumediene, No. 32, Luanda  
Email: [hirusaidangola@usaid.gov](mailto:hirusaidangola@usaid.gov)

### **POINT OF CONTACT**

Human Resources Office  
Attention: Julia Almeida  
Telephone: 222641251  
FAX: 222641262

### **CLOSING DATE FOR THIS POSITION: January 29, 2010**

The US Mission in Angola 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.

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Maureen Yates  
HR Officer