



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 12 - 041

- OPEN TO:** **All Interested Candidates/All Sources**
- POSITION:** **Voucher Examiner/Pay Liaison, FSN-7; FP-7**
(Salary approx. Tk. 52,000 per month)
- OPENING DATE:** **May 8, 2012**
- CLOSING DATE:** **May 21, 2012** (before 4:30 p.m.)
- WORK HOURS:** Full-time; 45 Hours/5 days per week

NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangladesh is seeking applications for the position of **Voucher Examiner/Pay Liaison** for its Financial Management Office (FMO).

BASIC FUNCTION: The incumbent performs all work related to travel advances and monitor status as well as represents the Financial Management Office in the Embassy's Customer Service Center (CSC).



MAJOR DUTIES AND RESPONSIBILITIES:

A. Responsible for processing and examining complex invitational travel vouchers. Ensures that payment documentation meets standards, reviews of financial documents for completeness and adherence to rules and regulations.

- S/he has the expert working knowledge of travel voucher software E-2 Solutions. Calculates and processes advances for related travel, both manually and in E-2 (a software/application). Provides OF-158 along with the transaction of Momentum screen prints to FMO for clearing the Delinquent Travel Advances in E-2. Contacts the Post support Unit (PSU) and GFS Customer Support Desk regarding E-2 voucher issues. Assists travelers in submitting travel vouchers in E-2 Solutions. Provides E-2 training to different travelers or travel arrangers. Sends claims (PCS vouchers) to appropriate Overseas offices for centrally processing.
- Ensures that MEDEVAC report cables are sent to MED/EX.
- Processes Journal Vouchers (JVs) for training related travel if required.

B. Monitors salary accounts including post differential payments of American employees and liaise with Charleston/Bangkok payroll offices to resolve discrepancies.

- Ensures that the bonus amount computed by Bangkok is correct for payment to all LES employees before bonus is actually disbursed.
- Arranges the list by agency and forwards to the accountants for a fund cite after the yearly award list is received in FMC and sends the list to Bangkok /Charleston for processing payment. Ensures Charge Pay cables are sent by FMO and forwards the comeback cable to the Pay Technician in Charleston. Processes all journal vouchers for overtime worked in different projects.
- Serves as the backup for the Master Timekeeper.

C. Represents the FMC in the Embassy's Customer Service Center (CSC), the one stop place where employees' come with a variety of issues e.g. payroll matters, medical reimbursements, travel vouchers etc. Maintains close coordination with the other members of the CSC who represents HRO in resolving customer issues/directing them to the appropriate person on a case-by-case basis. Provides general guidance to customers on all forms related to the Financial Management Center (FMC).

- Provides initial review of all employee medical voucher claims (except USAID), verifies proper signatures and completeness and enters them into Momentum.
- Assists other Voucher Examiners in processing vendor vouchers as required.



- Files VAT claims to Bangladesh Government's VAT reimbursement office DEDO (Duty Exemption and Drawback Office) for reimbursement. Follows up the claims and he ensures payment is duly credited to the appropriate account. Coordinates with cashier for the proper collection entry against VAT reimbursement in WinACS. Coordinates with DEDO regarding any change of Government's rules and regulations on VAT and contact DEDO to collect current documents.

QUALIFICATIONS REQUIRED:

- 1. Education:** Minimum a Bachelor's degree in Commerce is required. *(You must attach a copy of your bachelor's degree certificate along with your application form.)*
- 2. Language Proficiency:** Level III (Good Working Knowledge) English and Bangla speaking/reading is required. English language proficiency will be tested.
- 3. Prior Work Experience:** Minimum two years of progressively responsible experience in voucher examining, accounting and related fiscal work is required.
- 4. Knowledge:** Extensive knowledge of financial management and voucher examining is required.
- 5. Skills and Abilities:** Must have tact and the ability to effectively communicate at all levels of the organization.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA:

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



2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed Not Ordinarily Residents (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 on a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Form DS-174, "Universal Application for Employment as a Locally Employed Staff or Family Member" (UAE). **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

Application Form

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:

- I) **A passport size photograph (taken within six months),**
- II) **A copy of Passport or Voter ID or Driver's License, and**
- III) **A copy of educational or trade school certificate as required.**



Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

All candidates must submit the Universal **Application for Employment form** DS-174 either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.**

Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at <http://dhaka.usembassy.gov/>

POINT OF CONTACT:

Human Resources Assistant
Telephone # 885-5500 (between 10am to 11am Sunday thru Thursday)

DEFINITIONS:

1. **Eligible Family Member (EFM):** An individual related to a US 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. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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 US 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 US 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 US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: May 21, 2012

NOTE: *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, 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.

Cleared by:

- HRO: x
- FMO: x
- MGT: x