



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 15 – 039

- OPEN TO:** All Interested Candidates/All Sources
- POSITION:** Financial Administrative Assistant, FSN-8; FP-6
(Salary approx. Tk. 68,000 per month)
- OPENING DATE:** May 31, 2015
- CLOSING DATE:** June 7, 2015 (before 4:30 p.m.)
- WORK HOURS:** Full-time; 40 Hours/5 days per week

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

U.S. Embassy Dhaka is seeking applications for the position of **Financial Administrative Assistant** in the Public Affairs Section (PAS) at the American Center.

BASIC FUNCTION: Under the direct supervision of the Public Affairs Officer (PAO), the incumbent coordinates and assists in preparation of PAS annual budget and keeps track of all budget categories and current budget status. Maintains representational cuff account, administrative files, and records. Assists the PAO to prepare and periodically review the Public Diplomacy Implementation Plan (PDIP).



Initiates many, and tracks all contracting and procurement requests in coordination with the requesting office/officer. Prepares the budget-related paperwork of all new grants files and maintains, tracks, files, and processes paperwork for awarding, amending, extending, and closing grants. Responsible for monitoring and evaluation of financial performance of all public affairs grants, through site visits and evaluation of grantee's financial records and reports. Tracks all incoming funds, in addition to the annual PAS budget.

MAJOR DUTIES AND RESPONSIBILITIES:

- Closely works with the Financial Management Center (FMC) on all PAS financial matters. Coordinates and assists in preparation of PAS annual budget. Maintains PD post specifics and updates it in timely manner through 60/62 reports generated from COAST. Maintains PAS Dhaka's WebRABIT profile, the Web Based Resource Allocation and Budget Integration Tool, in short WebRABIT.
- Prepares representational vouchers for claims and maintains tracking sheets of representational expenditures. Maintains separate tracking sheets/cuff accounts of EducationUSA advising funds, Opportunity funds, recycling funds, Corner sustaining funds and other special funds. Prepares de-obligation and other financial reports as and when required by the FMC, PAO, and Cultural Affairs Officers (CAO). Keeps working level contacts with FMC and GSO (General Service office) and directly briefs and advises the PAO on all budgetary matters. Assists PAO to draft and periodically review The Public Diplomacy Implementation Plan (PDIP).
- Maintains Grants Register and inputs data information in the Global Database Grant Management System. Coordinates funds certification process and payment requests from PAS with FMC. Follows up on cash and check requests for grants and collects cash advances and checks for grants from FMC. Tracks grants reporting schedule. Monitors and evaluates the financial performance of grants, including through field visits and reviews of grantee records when directed by PAO and CAO grants officers.
- Prepares all types of procurement requests. Maintains tracking sheets for procurements ensuring delivery of goods and services as required by the requesting office/officer by liaising with GSO procurement specialists. Maintains tracking sheets for various active Purchase Orders (POs). Maintains tracking spread sheets of travel expenditures assisting the PAO in planning for this and all other budget categories. Prepares all administrative and financial correspondence, maintains administrative files and records and prepares periodic reports to the PAO.
- In consultation with CAO, IRC Specialist, and EducationUSA Advisor,



tracks all American Spaces and EducationUSA funds. With the IRC Specialist's guidance, drafts yearly American Spaces Funds Requests' budgets and narratives for existing corners and proposed corners. Reports on Corners' and EducationUSA recycling fund budgets.

QUALIFICATIONS REQUIRED:

- 1. Education:** Minimum a bachelor's degree in Finance or Accounting is required. *(You must attach a copy of your bachelor's degree certificate along with your application form.)*
- 2. Language Proficiency:** Level IV (Fluent) speaking/writing in English and Bangla is required. English language proficiency will be tested.
- 3. Prior Work Experience:** Minimum two years of experience in accounting, budgeting and administrative procedures is required.
- 4. Knowledge:** Must have sophisticated knowledge of Microsoft Excel, working knowledge of COAST software and State budget procedures and regulations, as well as general accounting principles.
- 5. Skills and Abilities:** Ability to type 45 words per minute in English, use of word processing software, extensive knowledge of Excel spreadsheet as well as excellent oral communication and customer service skills is required. Able to use the PD ABACUS+ as well as locally created tools for budget purpose is required.

SELECTION PROCESS:

It is essential that 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 (USEFMs) and U.S. Veterans will be given preference.

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 Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a 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.
6. 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 and must attach the following documents; if you do not attach the below mentioned documents, your application will be considered incomplete and will not be processed further:

- I) A passport size photograph (taken within six months), and**
- 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.

ADDRESS YOUR APPLICATION TO:

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

SUBMIT APPLICATION TO:

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/> (Go to “About Us” and click on “Job Opportunities”)

POINT OF CONTACT:

Human Resources Assistant
Telephone #5566 2000 (between 10am to 11am Sunday through Thursday)



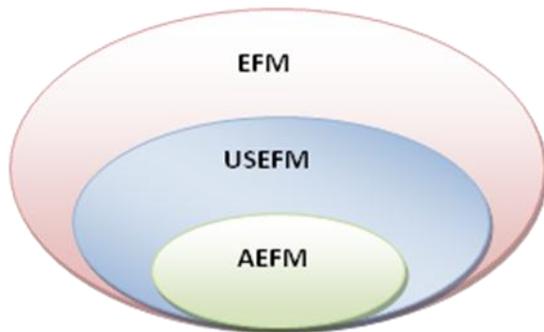
CLOSING DATE FOR THIS POSITION: June 7, 2015

The U.S. 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, 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.

4. **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.

5. **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).

Cleared by:

HRO: x
PAO: x
FMO: x