

**EMBASSY OF THE UNITED STATES OF AMERICA**  
Bangui, Central African Republic

## **ADMIN NOTICE**

**NUMBER**     **APER 003/2012**

**DATE: March 5, 2012**

**OPEN TO:**                    **ALL INTERESTED CANDIDATES**  
**POSITION:**                 **Voucher Examiner**  
**OPENING DATE:**         **March 7, 2012**  
**CLOSING DATE:**         **March 20, 2012**  
**WORK HOURS:**            **Full-time; 40 hours/week**  
**POSITION GRADE:**        **\*Ordinarily Resident: CFA 4,781,655(starting base salary)**  
   **Position grade: FSN-06**

**NOTE:** all ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy Bangui is seeking for an individual for position of Voucher Examiner in the Financial Management Section.

### **BASIC FUNCTION OF POSITION**

Serves as voucher examiner, ensuring that vouchers are legal, correct and proper for payment. Determines whether and expense has been authorized, goods and services have been delivered and are in the quality and quantity specified in the purchase order or contract. Ensures that proper purchase orders are established and sufficient funds have been obligated, all necessary signature and documentation are attached to the voucher, and that there are not duplicate payments. Conduct arithmetic check on vouchers to ensure that amounts approved for payment are correct. Prepares transmittals for checks and EFT payments for the following agencies: PROGRAM, ICASS, PD. Examines Utilities vouchers, travel vouchers and maintains a record of representational expenses for the Front Office and ORE. Assist the Budget Analyst in preparing end-of-year reports using the 60 and 62 reports. Back up Accounting Technician/Class B Cashier when any of them is on leave

### **QUALIFICATIONS REQUIRED**

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

- 1. EDUCATION:**  
Technical high School diploma with at least two years of university studies – ideally in the field of accounting, finance, or economics.
- 2. PRIOR WORK EXPERIENCE:**  
At least two years of experience in bookkeeping or accounting is required. At least six months of experience in voucher examining work is highly desired.
- 3. LANGUAGE PROFICIENCY:** (will be tested)  
Level III (Good Working Knowledge) Reading/Writing/Speaking English.  
Level II (Basic Knowledge) Reading/Writing/Speaking French.

**4. KNOWLEDGE:**

Knowledge of the CAR banking regulations and environment, tax regulations, and the procedures of furnishing VAT re-imbusement claim to the Department of Taxation are essential. Some banking knowledge regarding SWIFT Codes to facilitate direct deposit of vendors' payments locally and in other countries is desirable.

**5. SKILLS AND ABILITIES:**

Good working knowledge of MS Word, MS Excel, Windows, Internet and other computer tools is required. The incumbent must be able to operate a calculator and typewriter. He must have excellent mathematics skills. The incumbent must be well-organized and able to work well with others and should also have good customer services skills. Ability to work in a multiple tasking environment. Ability to communicate both orally and in writing with employees and vendors. Problem solving. Must be able to read and interpret fairly complex regulations.

**SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the above-listed required qualifications 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. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertized positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personnel Services Agreements (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.
5. The candidate must be able to obtain and maintain a security clearance.

**TO APPLY:**

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

1. Application for employment as a locally employed staff or family member (DS-174) and
2. A current resume or curriculum vitae that provide the same information as a DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATIONS TO:**

**Management Officer**  
American Embassy Bangui  
P.O. Box 924  
Bangui, CAR  
**Attention:** Joseph Rizcallah

**DEFINITIONS:**

1. AEFM: A type of EFM who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all the following criteria:
  - a) US citizen;
  - b) Spouse or dependent that is at least age 18;
  - c) Listed on the travel orders of a Foreign or Civil Service or informed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - d) Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternative safe haven abroad; and
2. Does not receive a USG annuity or pension based on a career in the U.S. Civil or Foreign Service.
3. Eligible Family Member (EFM): Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
4. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
5. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency based in the host country and has the required work and/residency permits for employment in the country.
6. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
7. The U.S. Mission in CAR 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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Joseph Rizcallah  
**Management Officer**