USAID | BENIN
FROM THE AMERICAN PEOPLE

TO: All qualified Applicants
FROM: Clemencia Acacha Bonou, Supervisory Executive Specialist
Subject: Job Opportunity Announcement Solicitation #: 680-16-000004
Date: August 4th, 2016

USAID is accepting applications for the following position

POSITION TITLE: Financial Analyst
NUMBER OF POSITIONS: **One** (1)
GRADE: **FSN 10** (trainee level FCFA 14,836,154 to FCFA 26,171,884)
FSN 11 (FCFA 18,472,540 to FCFA 32,899,204)
OPENING DATE: August 8th, 2016
CLOSING DATE: August 26th, 2016 at 12:00 p.m Cotonou time
WORK HOURS: Full-time: 40 hours/week

Applicant must be a Foreign Service National or ECOWAS Cooperating Country National (CCN).

Definitions:

Foreign Service National Personal Services Contractor (FSNPSC) employee is a non-U.S. citizen employee hired by a USAID Mission abroad, whether full or part-time, intermittent, or temporary, and inclusive of a Third Country National (TCN) who is paid under the local compensation plan (LCP), and who entered in a contract pursuant to the AIDAR, Appendix J.

Cooperating Country National (CCN) is an individual/employee who is a Cooperating Country citizen or a non-Cooperating Country citizen lawfully admitted for permanent residence in the Cooperating Country.

USAID/BENIN is an equal opportunity organization. We encourage full participation of all qualified and interested persons. Persons with disabilities will be assisted and receive reasonable accommodation.

USAID/Benin anticipates awarding one Foreign Service National contract (FSNPSC) as a result of this solicitation, subject to availability of funds. USAID/Benin reserves the right not to award a contract as a result of this solicitation. This solicitation does not represent a commitment on behalf of USAID. The US Government is not obligated to make an award or to pay any costs associated with the preparation and submission of an application in response to this solicitation.

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I. BASIC FUNCTION OF POSITION:

The United States Agency for International Development Mission to Benin, USAID/Benin, with an annual program budget of approximately $32 million, includes program objectives in health and security and prosperity services. The programs include a strong cross-cutting focus on governance to promote transparent and accountable management of public resources. USAID is staffed with four US Direct Hire Foreign Service Officers, three USPSC, three TCN Personal Services Contractors, and twenty eight Foreign Service Nationals (FSNs). The Office of Financial Management (OFM) is responsible for the control and financial management of USAID/Benin. This includes managing processes such as: budget planning, clearing funds availability and managing obligations, tracking and payment of vouchers, pre-award assessments, financial reviews, audit tracking, and other financial analysis assistance to the Mission. The Financial Analyst position is one of two Financial Analyst positions located in OFM and works under the direction of the Controller to promote sound financial management practices and provide necessary assistance to ensure an adequate and acceptable level of accountability and control. The incumbent works closely with his/her colleagues in OFM to perform his/her duties, as some of the data is drawn from the accounting system and vouchers received. The primary purpose of this position is to perform analytical tasks related to the financial management of development activities for the Development Objective (DO) Teams, conduct financial and internal control reviews on the internal management of USAID/Benin and its grant recipients; improving financial and administrative procedures; to serve as the Controller's representative regarding DO Teams activities; and is empowered to conduct Controller functions in accordance with an approved delegation of authority.

II. MAJOR DUTIES AND RESPONSIBILITIES

A. Development Objective Program Support Responsibilities 40%

1. Assist Development Objective (DO) Teams in providing guidance and technical support, such as financial accounting, reporting, budget control policies, in all financial management matters related to DO programs and activities from design through close-out.
2. Assist DO Teams during the program and activity design phase, including: advising DO Teams on USG and host country contribution requirements; advises CORs/AORs on the financial implementation of their activities; assisting in developing obligation and expenditure projections; reviewing funds availability; reviewing budgets; conducting indirect cost rate reviews prior to approval and inclusion into the budget; advising on implementation methods and financing mechanisms; and ensuring that appropriate financial reporting and auditing language is inserted in awards.
3. Participates and provides financial input during the project implementation review (PIR) sessions and other DO team activities as appropriate.
4. Assists CORs/AORs with amendments to grants, cooperative agreements, and contracts by reviewing costs estimates and pipelines, ensuring compliance with Assistance Agreements, and ensuring funds availability.
5. Assists in managing obligations: performs continuous support and specific pipeline reviews for DO activities. Reviews recommendations for de-obligations made by CORs/AORs after pipeline reviews. Determines whether the DO Teams pipeline and planned obligations are adequate to finance the mortgages.
6. Reviews planned expenditures, establishes procedures and controls for accruals, provides guidance, and reviews accruals.
7. Assists and serves as backup to the other Financial Analyst and performs that position's DO Team support when the incumbent is absent. For this purpose, maintains a continuing awareness of the status of all projects and activities of all DOs.
8. Serves as the audit control officer for designated DO Teams. Identifies and controls the DO team-related audit inventory. Coordinates the audit contracting process for the DOT to include reviewing and clearing of audit scopes of work. Serves as DOT audit liaison for ongoing audits. Monitors, reports on and assists in closing DOT related audit recommendations. Enters audit recommendation closures into

the Consolidated Audit and Compliance System (CACS), and then monitors the status sent from Washington.

B. Financial Assessments, Reviews, Analyses, and Institutional Financial Management Capacity Building 40%

1. Assesses prospective grantee's and contractor's administrative and institutional capabilities to implement programs by conducting pre-award assessments. Determines appropriateness and effectiveness of grantee operations procedures and cash management practices. Provides an opinion on the confidence to be placed on the grantee's internal controls and offers advice to grantees on weaknesses and possible solutions to identified problems.
2. Monitors and reviews the financial and accounting performance of implementing agencies, such as: government agencies, grantees, and contractors, to ensure that implementation plans, contracts, agreements, and procedures manuals are being complied with and that appropriate corrective measures are taken in a timely manner. Drafts site visit reports to detail findings and recommendations, and then tracks and follows-up on the implementation of the recommendations.
3. Participates in USAID/Benin's Implementation and Procurement Reform (IPR) team to advise on all financial management matters. Participates in the Public Financial Management Risk Assessment Framework (PFMRAF) stages.
4. Participates in donor groups to understand and represent USAID/Benin's viewpoint on various government reform efforts that impact USAID/Benin, as applicable. Within the same sector, reviews other donors' audits and reviews of the host government, as applicable, to minimize duplicity and to learn best practices for implementation into USAID/Benin programs and activities.
5. Conducts financial management training to grantees, host government employees, and contractors and/or prepares specifications for statements of work for Mission-contracted financial management training, as needed.
6. Coordinates Mission compliance with meeting legal requirements for host country contribution under the 1961 Foreign Affairs Act (FAA). Works with Government of Benin (GOB) counterparts in appropriate ministries and DO teams to promote awareness of FAA requirements and devise a transparent, easy-to-manage system for computing host country contributions that satisfy reasonable audit requirements. Monitors cost sharing and Host Country Contribution (HCC) for USG-financed activities.
7. Conducts financial reviews to include verifying all activities on the Local Currency Trust Fund and Host Country-Owned Foreign Currency Fund(s), as applicable.

C. Internal Control Responsibilities 10%

Helps coordinate the process of Mission compliance with requirements of Federal Managers Financial Integrity Act (FMFIA). This includes helping coordinate an annual review of the adequacy of internal controls systems and management procedures at USAID/Benin. Develop and distribute the FMFIA review checklist to all assessable units for completion. Compiles the completed FMFIA review checklists into a mission-wide document. Determines the need for or extent of compliance testing in conducting internal control reviews. Validates the answers given by the assessable units or modifies responses based on testing results. Helps prepare the FMFIA review Certification Letter, obtains MCRC members' clearance and signature by the Mission Director, and submits the letter to USAID/Washington. Drafts Corrective Action Plans (CAPs) for identified weaknesses and organizes regular MCRC meetings to approve the CAPs and review progress in addressing weaknesses. Recommends and prepares Mission policies (Mission Orders or Mission Notices) which describe management internal control responsibilities, policies and procedures.

D. Special Projects, Non-routine Tasks and Other Duties as Assigned 10%

Performs special projects and tasks assigned by the Controller or other USAID/Benin offices and DO Teams. Such duties and tasks might include, but are not limited to: serving on committees or task

forces to resolve management problems; and participating in technical evaluation committees to review technical proposals and applications submitted by prospective contractors or grantees.

III. QUALIFICATIONS AND EXPERIENCE:

a. **Education:** Possession of Master's degrees (at least five years of full-time study) in accounting, finance or business administration is required.

b. **Prior Work Experience:** A minimum five years of progressively responsible experience in professional accounting, or auditing, or financially oriented business management is required. Experience in public accounting or a U.S. Government agency is highly desirable.

c. **Post Entry Training:** Financial Analyst Beginners and Advanced Training, Public Financial Management Risk Assessment Framework (PFMRAF) Training, Programming for Foreign Assistance Course, Project Design and Management Course, Introduction to Financial Management Course, Appropriation Laws Course, appropriate Skillsoft courses, and on the job training with OFM and DO Teams.

d. **Language Proficiency** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):
Advanced professional fluency in English and French is required (Level 4). This includes ability to use the languages fluently and accurately on all levels normally pertinent to professional needs with a high degree of effectiveness, reliability, precision for all representational purposes. This means that s/he can understand and participate in conversations within the range of his/her own personal or professional experience with a high degree of fluency and precision of vocabulary; can respond appropriately with rare errors of pronunciation and grammar; can write with sufficient skill for professional purposes to produce documents which do not require extensive editing.

e. **Job Knowledge**: A thorough knowledge and understanding of professional accounting and auditing principles, theories, practices and terminology as well as the principles and accepted practices of governmental and business financial accounting, budgeting and reporting is required. Must be completely familiar with financial analysis techniques.

f. **Skills and Abilities:** Must be able to assess financial viability of USAID programs, to detect the financial strengths and weaknesses of projects and to make independent judgments on institutional capabilities and adequacy of accounting systems and controls. The incumbent must be able to present himself in a professional manner. The position entails frequent contacts with senior Mission employees, Beninese government officials, contractor personnel, and the requirement to establish and maintain such contacts. Must also be able to effectively communicate ideas and thoughts both orally and in writing. Solid interpersonal skills and an ability to work well with others are critical factors to successful job performance. Must be fully functional in Windows, word processing software, spreadsheet software, and database software. Must also be fully functional in using the internet and the Automated Directives System (ADS) to solve problems and research information, such as regulatory guidance. The incumbent must also be able to run the basic reports and queries in the Accounting package used in USAID, to conduct financial analyses.

IV. POSITION ELEMENTS

a. **Supervision Received:** The FA is expected to work independently and minimum supervision is received from the Controller or designee, who outlines assignments primarily in terms of desired results but is available for consultation as needed. Work is reviewed in terms of accomplishments and conformance with policy and regulations.

b. **Supervision Exercised:** Non-Supervisory Position.

c. **Available Guidelines:** OMB, GAO, internal audit and USAID handbooks, the ADS, and all other guidelines and Mission Orders which must be complied with. General accounting principles must be interpreted and applied to all programs and projects.

d. **Exercise of Judgment:** Exercises a high level of independent judgment, as often he/she is the sole financial management representative during project site visits and/or committee meetings, in advising

USAID staff on the financial aspects of proposed development activities and in determining the financial status and capability of implementing organizations. Often times, relies on current policies, regulations, and experience to make independent judgments on the spot.

e. **Authority to Make Commitments:** Does not make monetary commitments.

f. **Nature, Level, and Purpose of Contacts:** All sections of the Mission in coordinating FMFIA Reviews; Front Office, OFM, OPC, OAA, and DO Teams to provide information and guidance in program design, implementation, and close-out including reviewing Assistance Agreements and amendments, coordinating pipeline reviews, participating in Activity Implementation Reviews and Portfolio Implementation Reviews; Senior level officials of U.S. Private Voluntary Organizations, Non-Governmental Organizations, GOB, RIG, other USG agencies at post, other donors, and private audit firms to coordinate audits, to conduct pre-award surveys and assess financial management capabilities of recipients and to conduct training sessions on Financial Management topics.

g. **Time Expected to Reach Full Performance Level:** One Year

V. EVALUATION FACTORS:

Experience (30 points)

- Demonstrated prior experience in analyzing data and presenting findings in written or oral form. A progressively responsible experience in professional accounting, or auditing, or financially oriented business management. Experience in public accounting or a U.S. Government agency is highly desirable.

Knowledge (25 points)

- A thorough knowledge and understanding of professional accounting and auditing principles, theories, practices and terminology as well as the principles and accepted practices of governmental and business financial accounting, budgeting and reporting.

Interpersonal Skills (15 points)

- Must possess excellent interpersonal skills to work collaboratively and maintain working relationships with all levels of Mission employees, Beninese government officials, and contractor personnel. Strong organizational skills, ability to work calmly, tactfully and effectively under pressure and to demonstrate extreme flexibility on differing assignments.
- The ability to maintain high ethical standards relating to all areas of auditing, assessments, and surveys.

Education (10 points)

- Possession of a Master's degree (at least five years of full-time study) in accounting, finance or business administration and other degrees or continuing education.

Language and Communication Skills (10 points)

- Demonstrated good working knowledge of both written and spoken French and English. The incumbent should be able to read and understand agency regulations, operating instructions, memoranda, and related material concerning the field of work, to prepare correspondence and standardized reports, and to communicate ideas and thoughts effectively with French and English speaking staff members and the general public, including both French and English speaking and non-French or English speaking person.

Computer Skills (10 points)

- Proficiency in standard operating and application software, such as Windows; Microsoft Word; and Excel, and the ability to adapt and learn new systems.

VI. INSTRUCTIONS TO APPLICANTS

Consideration and selection will be based on evaluation of the qualifications and evaluation criteria by a recruitment committee. **Applications should be in English.** Applicants must submit a CV, an OF-6I2 form and should write a cover letter. **Applicants who do not submit a CV, an OF-612 form and a cover letter in the application will not receive further consideration.** Depth and relevance of qualifications will be

primarily assessed by a review of candidates' applications and a written test followed by an interview if applicable.
After candidates' applications have been initially reviewed, only those which give evidence of meeting minimum requirements for education, prior work experience and relevant skills will receive further consideration. The recruitment committee will identify a short list of candidates who will be invited to complete a written test followed by an interview. After reviewing all results, the recruitment committee will make a determination of candidates who have the requisite qualifications and experience to successfully fill the position.
Applications must include the names and contacts information for at least three references and USAID may seek additional contacts for reference check as appropriate or determined necessary. At least one should be the current immediate supervisor or have been an immediate supervisor. Candidates who do not wish to have current employers contacted must state this in the application; however such employers would be contacted for references, if candidate is among the most highly rated. Information from reference checks will be included in the final recommendation and ranking of candidates submitted to the contracting officer. These candidates may be invited to return to USAID for additional interviews.

Application forms: Optional Form 612 can be obtained from the USAID website http://www.usaid.gov/sites/default/files/OF612.pdf. If you encounter problems downloading the form, please contact Mr. Laurent Kpadonou at lkpadonou@usaid.gov or Mrs. Clemencia Acacha at cacacha@usaid.gov for a copy of the form. Applicants should retain for their record copies of all enclosures that accompany their applications.

Please reference the number of this solicitation when sending your application.

Submissions made via e-mail MUST be PDF format.
Electronic submissions are authorized and are to be sent to: lkpadonou@usaid.gov and cacacha@usaid.gov. Please quote the number and position title of this solicitation on the subject line of your e-mail application.

For those who wish to send hard copies of their application by mail, see the mail address below:
USAID/BENIN
ATT. LAURENT KPADONOU/ CLEMENCIA ACACHA BONOU
EXECUTIVE OFFICE (EXO)
US EMBASSY COTONOU, MARINA AVENUE
01 BP 2012 COTONOU, BENIN
N.B: Mark submissions "PSC 680-16-000004" on the application.

Applicants are requested to provide their full mailing address and contact information (telephone and e-mail where available). No response will be sent to unsuccessful applicants.

VII. COMPENSATION

The position grade is FSN 11. However compensation will be negotiated at trainee level within the range of the market value at Grade FSN-10 based upon the candidates past salary. Applicants falling at the FSN 10 will receive an annual salary increase of one step each year up to the maximum step FSN 10 upon fully successful performance. If during the 12 months' waiting period, performance is rated unsatisfactory by supervisor and supported by the Country Representative, contractor may be terminated for convenience according to the Local Compensation Plan (LCP). They may move to the higher grade FSN-11 after one year, if their performance is rated more than fully successful. Salaries over and above the market value will not be entertained or negotiated. Only salaries and the benefits listed in the local compensation plan (LCP) will be paid. USAID/Benin would like to reiterate that this position has been classified as an FSN position and in no event will this status change to an off-shore hire during the contract term, including extensions, if any.