



# AMERICAN EMBASSY, COTONOU

## VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER: 019/10**

**OPEN TO:** All Interested Candidates

**POSITION:** **Budget Analyst/Voucher Examiner**

**POSITION GRADE:** USEFM/EFM/MOH/NOR: FP-5  
(To be confirmed by Washington)

Ordinarily Resident (OR): FSN-9

**OPENING DATE:** December 15, 2010

**CLOSING DATE:** January 04, 2011

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

**SALARY:** \*Not-Ordinarily Resident (NOR): US\$42,948 p.a. (Starting salary) (Position Grade: FP-5 to be confirmed by Washington)

\*Ordinarily Resident (OR): CFA10,904,162 p.a. (Starting salary) (Position Grade: FSN-9)

**NOTE: ALL QUALIFIED ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND ABLE TO QUALIFY FOR A BENINESE WORK PERMIT.**

The U.S. Embassy in Cotonou is seeking an individual for the position of **Budget Analyst/Voucher Examiner** in the Embassy Financial Management Section.

## **BASIC FUNCTION OF POSITION**

Under the supervision of the Financial Specialist, prepares reports comparing budget to actual figures. Prepares worksheets for allotments and sub-allotments and actively participates by preparing cost analysis spreadsheets during the preparation of the Embassy annual budget. Prepares, reviews and analyses the most complex vouchers and/or claims for payment at the Embassy. Provides guidance to two Voucher Examiners regarding voucher payment issues.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

## **QUALIFICATIONS REQUIRED**

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Completion of university degree in Accounting, Auditing or Finance.
2. Prior Work Experience: Five to seven years of progressive responsible experience in Financial Accounting.
3. Language Proficiency: English Level III (Good working knowledge), French level IV (fluent).
4. Knowledge: Must be able to understand and apply complex U.S. government regulations for travel allowances, budgeting, accounting and other areas of financial management as they relate to the responsibilities of this position.
5. Skills and abilities: Proficiency in Microsoft applications such as Excel and Word. Must have the ability to effectively manage technical applications relating to the Finance Section.

## **SELECTION PROCESS**

When equally qualified, both US Citizen Eligible Family Members (USEFMs), and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and the 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. Priority consideration will be given to RIF'ed U.S. Mission to Benin former LES for a period of twenty-four (24) months after the date of separation, if they qualify for the announced vacancy and can present an evaluation record for the past five years that demonstrates consistent effectiveness as an employee.

## **TO APPLY**

**Interested candidates for this position must submit the following or HR cannot consider the application:**

**N.B.: Items A, B & C must be in English**

- A. Cover letter.
- B. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (**DS-174**); **or**
- C. A current resume or curriculum vitae that provides the **same information** found on the UAE; **or**
- D. A combination of both, i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
- E. Candidates who claim U.S. 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.
- F. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Management Officer  
American Embassy  
Rue Caporal Bernard Anani  
01 B.P. 2012, Cotonou  
Telephone: (229) 21 30 06 50  
Fax: (229) 21 30 19 74  
E-mail: [hrocotonou@state.gov](mailto:hrocotonou@state.gov)

## **DEFINITIONS**

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

- US Citizen; and,
- EFM (see definition at #2) 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:
  - a) Resides at the sponsoring employee's or uniformed service member's post of assignment abroad, or
  - b) Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. **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.

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, and who is under chief of mission authority; and
- *Is* residing at the sponsoring employee's post of assignment abroad,
- 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 members permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. 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 Chief of Mission as part of his/her household.

An 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 in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN)

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent and resident status within the host country; and,
- Is subject to host country employment and tax laws.

**CLOSING DATE FOR THIS POSITION: January 04, 2011 at 17H30**

The US Mission in Cotonou 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.