

# **Employment Opportunities (USAID)**

## **Vacancy Announcement No. USAID 13-03**

**OPEN TO:** Myanmar Citizens

**POSITION:** Financial Management Specialist, FSN-10

**OPENING DATE:** August 20, 2013

**CLOSING DATE:** September 3, 2013

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:** Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Rangoon is seeking an individual for the position of Financial Management Specialist in the Program Office (PDO) in the United States Agency for International Development (USAID).

### **BASIC FUNCTION OF POSITION:**

Provides budgeting, financial analysis and support, and financial reporting functions for program-funded activities. He/She will also occasionally assist in operating expense budgeting. Coordinates and liaises with RDMA/OFM in Bangkok for full range of financial management support responsibilities, but receives day-to-day supervision from the USAID/Burma Program Officer.

### **QUALIFICATIONS REQUIRED:**

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

1. University degree in accounting or finance, or its equivalent, in tax accounting, auditing and financial analysis is required .
2. At least five years of progressively responsible positions in accounting, audit, and internal control systems.
3. Level IV, strong written and oral proficiency in English and Burmese is required.
4. Complete familiarity with accounting principles, concepts, procedures, contracting regulations and reporting requirements.
5. Must have demonstrated analytical and decision-making skills and good communication skills to gather and share essential information, and capability to work collaboratively with a broad range from different backgrounds and different levels of understanding.
6. Must be able to create and maintain database (Access) of financial records for reporting and must demonstrate proficiency in word processing, variety of financial spreadsheets, databases, presentations and other computer applications (i.e. Microsoft Office, Excel, Power Point, etc.)

**IN ADDITION TO THE ELIGIBILITY AND QUALIFICATION REQUIREMENTS FOR EACH POSITION IN THIS SECTION, THE FOLLOWING ARE ALSO SELECTION CRITERIA:**

1. Management will consider nepotism/ conflict of interest, budget and residency status in determining successful candidacy.
2. Eligible age: Between 18 and 60

**TO APPLY:**

Interested applicants must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information as an DS-174; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed below.
4. Do not attach Photo

**SUBMIT APPLICATION TO:**

Human Resources Office  
U.S. Embassy  
110 University Avenue  
Kamayut Township, Yangon

(Or)

Send by e-mail to [HRORangoon@state.gov](mailto:HRORangoon@state.gov)

**CLOSING DATE FOR THE POSITION: September 3, 2013.**