

# U.S. Mission

## RANGOON

# ANNOUNCEMENT

VACANCY ANNOUNCEMENT NUMBER: USAID 16-09T (Training Level)

**OPEN TO:** Myanmar Citizens and all interested candidates with permanent residence status

**POSITION:** Financial Analyst

**OPENING DATE:** May 27, 2016

**CLOSING DATE:** June 20, 2016

**WORK HOURS:** Full-time, 40 hours/week

**GRADE LEVEL:** Starting Salary Range: \$12,671 – 13,939 per year (Grade: FSN-9)

**OTHER BENEFITS:** **Leave:** 168 hours of annual leave and 104 hours of sick leave per year

**Standard Medical Plan:** Reimbursement for employee and eligible dependents medical expenses

Annual Maximum: \$3,000 without eligible dependents

\$6,000 with eligible dependents

**Separation Benefits (Defined Contribution Plan):** Additional 12% of basic salary contributed by U.S. Embassy to a savings account.

Paid out at time of separation.

**Note:** A complete description of benefits and allowances for Locally Employed Staff is available at this [link](#)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION**

The U.S. Mission in Rangoon is seeking eligible and qualified applicants for the position of Financial Analyst.

**NOTE:** Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

## **BASIC FUNCTION OF THE POSITION**

The Financial Analyst provides expert advice on financial analysis, financial management procedures, internal controls, budgeting, and financial reporting functions for program-funded activities. S/he will also occasionally assist in operating expense budgeting. Coordinates and liaises with the Regional Office of Financial Management in Bangkok for full range of financial management support responsibilities. The Financial Analyst is a core member of USAID's Program Development Office.

## **QUALIFICATIONS REQUIRED**

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

### **1. EDUCATION: (10 points)**

A completion of a Bachelor's degree in mathematics, accounting, finance, or economics is required.

### **2. EXPERIENCE: (20 points)**

At minimum of four years of experience in accounting, audit, or internal control systems is required.

**3. LANGUAGE** Level IV (Fluent) in oral and written English and Burmese are required. English proficiency will be tested.

### **4. JOB KNOWLEDGE: (35 points)**

- Thorough knowledge of the International Accounting Standard, National Accounting Standard, professional accounting principles, theories, and operation and accounting practices is required.
- Strong understanding of internal control standards sufficient to perform risk assessments and reviews is required.

### **5. SKILLS AND ABILITIES: (35 points)**

- Must have advanced analytical skills in order to successfully perform sound analytical, evaluative and investigative reviews.
- Must be an expert in Financial Analyst technical knowledge including analytical skill, accounting & finance, internal control, risk assessment, and process improvement.
- Good communication skills to gather and share essential information, and capability to work collaboratively with others who have different technical backgrounds and levels of understanding are required.
- Advanced numerical skills and computer skills, such as advanced Excel and Word application use, intermediate database, and financial system knowledge, are required.

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities may be obtained on our website at [http://burma.usembassy.gov/job\\_opportunities.html](http://burma.usembassy.gov/job_opportunities.html)

## **SELECTION PROCESS:**

**Initial Screening:** Applications will be initially screened for eligibility in accordance with the minimum requirement of education and experience.

**Evaluation:** Applications that meet the minimum requirement will be scored and evaluated in accordance with the required qualifications and points mentioned above. To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification will be given an English test and a recruitment test. The recruitment test and interview will be structured around the selection criteria above. Applicants with passing marks from English test score of Level 4 (62 out of 80 or above) may be invited for an interview. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). Only shortlisted candidates for final interview will be notified of the selection result. Internal candidates under probationary period must have completed 52 weeks of employment in their current position before being eligible to apply.

**ADDITIONAL SELECTION CRITERIA:**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Eligible age: Between 18 and 60.

**HOW TO APPLY:** Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

**WHERE TO APPLY:** Via e-mail to [HRORangoon@state.gov](mailto:HRORangoon@state.gov)

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission 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.