

POSITION: Development Program Specialist (Budget Analyst)

BASIC FUNCTION OF POSITION

The Development Program Specialist position is located in the USAID/Burma Program Development Office (PDO). The primary responsibilities are: formulation, justification, and implementation of the USAID/Burma budgeting process. The Specialist provides advice to the Mission Director, the Program Officer, all Regional Development Mission Asia/ Office of Financial Management (RDMA/OFM) and USAID/Asia Bureau Technical Office (TO) staff with input on strategic and annual program budgets, including issues concerning the annual Operating Year Budget (OYB), strategic plan budgets, country and Development Objective funding levels, notification requirements, and availability of funds. The Specialist prepares budget formulations for the annual Mission Resource Requests (MRRs) Congressional Budget Justifications (CBJs), Congressional Notifications (CNs), Operational Plans, quarterly management reviews, pre-obligation checklists, and contributes to the development of the annual procurement plan via the Agency tool for resource planning, OPS Master.

MAJOR DUTIES AND RESPONSIBILITIES

a. Operating Year Budget (OYB) Management – 50%

The Specialist leads the fiscal year program budget planning process for USAID/Burma's bilateral activities. Prepares draft budgets in consultation with TO teams for Program Officer's review and feedback; incorporates inputs, and finalizes the annual budget; monitors implementation of the budget during a fiscal year; updates plans regularly; and suggests changes or revisions as appropriate. The Specialist also develops charts and tables that convey the results of analysis for use in both external and internal reports.

The incumbent develops activity level OYBs for projects and activities, in close coordination with TO teams. OYBs include prior year un-obligated carryover funds and current year appropriations. Work requires a thorough knowledge of the country and the TO portfolio, resource requirements, and analysis of activity expenditure rates and pipelines. OYB plans are discussed with and cleared by the Program Officer, and approved by the Mission. The Specialist collaborates with the RDMA Controller's office to track and record allowances, commitments, and obligations against budgets throughout the year for consolidated reporting and Front Office review; and assures obligations are made on time, in accordance with approved procurement plans, within statutory and regulatory parameters, and that prior year carryover funds are obligated on a first-in-first-out basis. Reviews OYBs during the year; discusses issues with TO Teams, Mission Front Office, and USAID/Washington; suggests changes in OYBs as appropriate, and shares revised budgets with Mission and Bureau staff.

S/he prepares budget allowance requests according to funding requirements identified in Operational Plans and procurement plans, and submits requests to the Asia Bureau's Strategic Planning and Operations Office (SPO), through the Program Officer. Works with the Agreement/Contracting Officer Representative (A/COR) and the Controller's Office to request de-allowance of un-obligated balances of funds at the end of the fiscal year, and re-apportionment and re-allowance in the following fiscal year. Tracks Presidential initiatives, congressional earmarks and directives, and assures they are reflected in the OYB and implemented. Prepares memoranda and/or change notices to request approval for additional funds, reprogramming, or emergency requests for funds. Assists TO teams in preparation of Global Acquisition and Assistance System (GLAAS) procurement requests with the use of OPS Master; advises on required supporting documentation, such as Scopes of Work and budgets; and assures that actions requested are included in the procurement plan, that appropriate funds are budgeted and available for obligation, and that new activity approval and pre-obligation requirements have been met. Regular communication is critical in this role, and the ability to collaborate across a number of offices is an essential component of success in achieving program office goals.

In coordination with the Contracting Officer, the Specialist maintains the Acquisition and Assistance database, a database of all ongoing and planned program activities, including activity title and implementer, contracting mechanism, start and completion dates, life of activity amounts, cumulative obligations, expenditures, mortgages, pipeline. Tracks and analyses project expenditures and pipeline.

The Specialist works closely with the Controller's Office and relevant TO team A/CORs to calculate estimated average burn rates, mortgages and availability of funds for each activity to suggest timelines and amounts of incremental funding. Finally, the Specialist conveys budget information in clear, concise tables, charts and graphs.

b. Budget Formulation, Justification, and Strategic Planning – 30%

The Specialist maintains responsibility for the financial portion of the Operational Plan, prepared annually and updated several times during the year, which serves as the basis for the CN. Maintains responsibility for interacting with other associated agencies, tracking other agency budget allocations against multi-agency budget submissions, tracking changes to submissions, and advising on appropriate placement of funds.

Advises Program Officer and TO Teams on CN requirements, format and submission schedule; prepares draft CNs for TO Team and Program Officer review/comment; submits CNs to appropriate staff for processing and submission to Congress; tracks the CN clearance process in the Asia Bureau and Bureau for Legislative and Public Affairs; and advises Program Officer and other staff on CN status, expiration dates.

Performs long-term, multi-year resource planning, considering the Mission's strategic direction and program priorities, general bilateral budget trends and expected future-year budget levels, Life of Project (LOP) and mortgages of current and planned activities, and earmarks and directives.

Serves as a key contact for PDO on budget issues concerning the Mission's bilateral responsibilities; provides advice and recommendations to the Mission Director, the Program Officer, and TO Teams on strategic resource planning, multiple years budget planning process, MRRs, CBJs, budget formulation, justification, and implementation procedures.

Responds to scheduled and ad hoc budget requests from USAID/Washington, U.S. Embassy Sections, Burma government requests, requests from TO Teams, specific Congressional requests, including requests for historical funding levels, breakdowns of Fiscal Year funding, and annual expenditures by specific program areas. Collaborates with TO teams and other support offices such as the contracting office, financial management office, and resident legal officer, collects and analyzes required data, prepares information in a presentable format, and after appropriate clearance, provides information to the requestor.

c. Representative to Technical Office (TO) Teams – 20%

The Specialist serves as PDO representative to TO Teams, with some responsibility for travel to USAID activities in Burma; provides daily advice to A/CORs regarding formulation of Statement of Works and GLAAS requests, and assists in identifying and using appropriate program elements and fund accounts; provides advice and guidance on the Automated Directives System (ADS) in the areas of budget and obligation management, pipeline, forward funding; and, prepares financial summary tables for portfolio reviews, including basic financial information on all projects in the portfolio, such as LOP, mortgage, pipeline, projected burn rate. The incumbent would serve as the Mission's authority on these matters.