



# Vacancy Announcement

Embassy of the United States of America  
Bujumbura, Burundi

**Vacancy Announcement No. 2013-12**

**July 31, 2013**

**Open To: All interested Candidates**

**Position: Budget Analyst/Office Manager FSN-08**

**Opening Date: Immediate**

**Closing Date: August 14, 2013 at 17:00**

**Work Hours: Full-time; 40 hours/week**

The U.S. Embassy in Bujumbura is seeking an individual for the position of **Budget Analyst/Office Manager** in the Office of Security Cooperation.

## **BASIC FUNCTION OF POSITION**

Serves as budget analyst and office manager for the Office of Security Cooperation

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **Budget Analysis**

**60%**

Serves as the Office Manager for the Office of Security Cooperation (OSC), with the responsibility of performing the complete range of budget administration and control, including budget formulation and financial program planning and analysis, budget execution, funds reconciliation, fund availability certification and the technical budget support duties for Security Assistance, Operations and Maintenance, Traditional Command Authority, Morale Welfare and Recreation, Automated Data processing Equipment and Army Family Housing operating funds and other funding categories as assigned to OSC Burundi from the HQ USAFRICOM. Performs all technical operations in support of budget formulation, budget execution, reporting and other requirement, using five authorized budget management systems with protected passwords. Review, comment and adjust multiple OSC ICASS counts.

Assist in close out of MIPRs with different funding sources and IMET, E-IMET, CTFP FMF (Foreign Military Financing), HMA, 1206, 1207, working closely with the Chief of Security Cooperation and FMO. These funds are mainly to be used for IMS trainings, purchase of equipment for the BNDF, TCT, Mil to Mil events that will follow all necessary procurement procedures for payment. All procurement requests should be properly coordinated for timely delivery and maintain professional secrecy when dealing with military or procurement sensitive information.

Prepare financial reports at the end of each mission/event by working closely with FMO and submit forms and invoices to be reviewed by the supervisor before sending to appropriate US Military Service to include AFRICOM.

**Office Manager****30%**

Responsible for preparing all official travel orders. Process and coordinate travel paperwork (enrollment, visas, airline tickets, accommodation, per diem, etc.) for military officials attending training courses, workshops or conferences (local and international) to include coordination and logistic support during ship visits.

Reviews incoming correspondence and drafts responses for standard questions and send for signature. This includes informal translations from French/Kirundi to English (vice versa) and drafting replies or requests (letters sent do MoD proposing activities, site visits, meetings, offering training opportunities, etc. in French or English. Updates and maintains office files. Updates and maintains all office automation equipment.

Responsible for ensuring office supplies are available and places requests to GSO using appropriate system for replenishment and maintenance and organization of Security Cooperation electronic and paper files.

Assist in checking on status and accountability on all US DoD-donated materials and funded activities by conducting EUM (end User Monitoring) verification every end of FY or as necessary.

Coordinate OSC regular meetings and event participation with Host Nation Military and Government Officials through telephone contact or by way of sending prepared correspondence, following up with telephone contacts. This includes working from guest/participant lists, preparing invitations, letters of notification of events.

Operates and manages OSC Non-Tactical Vehicles thereby ensuring that vehicles are regularly serviced / dispatched. Maintains inventory for OSC properties.

**Security Assistance****10%**

Serves as a backup to the OSC Training Manager on the OSC IMET program and perform other duties as assigned by Supervisor

**QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. **Education** - College degree in business administrative, finance, or accounting is required.
- b. **Prior Work Experience** - Three years experience in finance and/or administration management required.
- c. **Post Entry Training** – Defense Institute of Security Management (DISAM) training at Wright-Patterson AFB, Ohio, AFRICOM Budget Workshop, on the job training and short courses on proprietary software applications for maintaining databases.
- d. **Language Proficiency** – Level III English (reading, writing, spoken) required. Level IV French & Kirundi (reading, writing, spoken) required.
- e. **Knowledge** - The work requires knowledge of finance and/or administrative functions and office operations including operating various office machines.

- f. **Skills and Abilities** - Must have good organizational skills and sound judgment. Computer literate; ability to use Microsoft Office suite of software is required. Ability to write correspondence in both French and English is required. Polished personal skills to receive official visitors and to conduct coordination with senior host country officials. A current driver's license is required.

#### **POSITION ELEMENTS**

- a. **Supervision Received** - Directly supervised by the Office of Security Cooperation Chief.
- b. **Available Guidelines** - DoD Directives, DSCA Directives, Security Assistance Manual, US Armed Forces individual services directives, USAFRICOM instructions and directives. USG policies and procedures including FAM.
- c. **Exercise of Judgment** - Must be able to make sound decisions on behalf of the Office of Security Cooperation and the US Embassy. Exercise judgment in analyzing incoming correspondence for type of action and telephone calls to route to correct individual.
- d. **Supervision Exercised** - None
- e. **Authority to Make Commitments** - N/A
- f. **Nature, Level and Purpose of Contacts** - Program counterparts at the country Armed Forces staff (grade of O-5 and above), USAFRICOM and at other DoD offices as necessary for implementation of named programs.
- g. **Time required to perform full range of duties after entry into the Position** - 1 Year.

#### **SELECTION PROCESS**

***When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and US 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 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.

#### **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Application for Employment as a Locally Employed Staff or Family Member (DS-174); or a current resume or curriculum vitae that provides the same information as an DS-174; **plus**
2. Candidates who claim US 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.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

#### **SUBMIT APPLICATION TO**

Human Resources Office  
Attention: The Human Resources Officer  
Embassy of the United States  
Avenue des Etats Unis  
B.P 1720 Bujumbura  
Position Title:  
or  
Email: [BujumburaHR@state.gov](mailto:BujumburaHR@state.gov)

#### **POINT OF CONTACT**

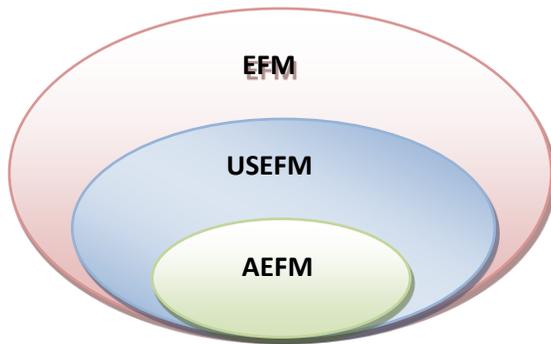
Telephone: +257. 22.20.72.18

**CLOSING DATE FOR THIS POSITION: August 14, 2013 at 17:00**

*The US Mission in Bujumbura 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.*

## DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

**1. 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.

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

- US Citizen; and,
- EFM (see above) 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, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

**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**
- Is 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, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- **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 member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. 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 COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and 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 (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

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

- Is locally resident; and,

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

**EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).**