



# Vacancy Announcement

Embassy of the United States of America  
Bujumbura, Burundi

Vacancy Announcement No. 2014-18

September 17, 2014

**Open To:** All interested Candidates  
**Position:** Accountant – FSN- 6  
**Opening Date:** Immediate  
**Closing Date:** **Thursday, October 2, 2014 at 17:00**  
**Work Hours:** Full-time; 40 hours/week

The U.S. Embassy in Bujumbura is seeking an individual for the position of **Accountant** in the **Financial Management Office**.

## **BASIC FUNCTION OF POSITION**

This is a Junior Accounting position responsible for obligating funds and processing Purchase Orders across all agencies. Works closely with the Accountant/Budget Analyst and reports to the Financial Specialist.

## **MAJOR DUTIES AND RESPONSIBILITIES**

Enter fiscal data and obligations in compliance with Department of State Regulations using COAST, RFMS/MOMENTUM, ARIBA, E2, and other State Department software.

Reconcile Post's Status of Funds with daily reports from Charleston to ensure that liquidations have been properly posted, existing obligations are valid and to determine if any adjustments are required.

Process Journal Vouchers in order to process transactions, or correct errors discovered during the review of daily reports.

Prepare reports and analytical data related to post held allotments; examine Procurement Requests (PRs) and other relevant documents for fund availability and correctness.

Provide timely accounting reports to the Financial Management Officer and section heads.

Continuously monitor employee payroll expenditure accounting data to ensure it is properly charged.

Monitor un-liquidated prior year balances, following up with program managers and the procurement section as necessary.

Other duties as assigned by the supervisor.

**QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. **Education** - University Degree in Accounting or Finance is required.
- b. **Prior Work Experience** - Minimum three years of experience in accounting or budget work.
- c. **Language Proficiency** - Level III (good working knowledge) English and French are required.
- d. **Post Entry Training** - On-the-job training; Global Financial Services courses Accounting I and Accounting II.
- e. **Job Knowledge** - Must have a sound working knowledge of pertinent State Department and/or associated agency laws, procedures, and regulations relating to budgeting and funds control. Must have the ability to use such knowledge of the organization and functions of the major program areas of the embassy and/or associated agency/agencies served. Must be able to communicate budget information clearly and completely, both in writing and orally.
- f. **Skills and Abilities** - Must be able to make decisions relative to the classification of funds in the allocation process, and to obligation trends as they relate to financial plans. Must be able to locate proper background material as a basis to compute cost items relative to personnel, price of goods, exchange rates. Must be familiar with Microsoft Office in general, especially Excel.

**POSITION ELEMENTS**

- a. **Supervision Received** - Direct supervision by Financial Specialist and general supervision by the Financial Management Officer.
- b. **Available Guidelines** - 4 FAH, 4 FAM, B&F Sections of 3 FAM, Standardized Regulations.
- c. **Exercise of Judgment** - Must be able to follow through on analytical work in order to minimize the need for detail work by higher level personnel. Must be able to quickly summarize complex information orally and in writing. Must exercise good level of interpersonal skills in order to facilitate exchange of information at the working level.
- d. **Authority to Make Commitments** - None
- e. **Nature, Level and Purpose of Contacts** - Contact with other Embassy staff and other key external clients.
- f. **Supervision Exercised** - None.
- g. **Time Required to Perform Full Range of Duties after Entry into the Position** - 6 months.

**SELECTION PROCESS**

When fully qualified, U.S. 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 residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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.

**TO APPLY**

The application form is available on the Bujumbura Embassy Internet Site at <http://burundi.usembassy.gov/employment-opportunities.html>. Interested applicants for this position **should** submit all the following documents with their application:

1. Application for Employment as a Locally Employed Staff or Family Member (DS-174);
2. A current résumé or curriculum vitae that provides additional information;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

Optional: Any other documentation (e.g. certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above can be added to your application.

**SUBMIT APPLICATION TO**

Human Resources Office  
Attention: The Human Resources Officer  
Embassy of the United States  
Avenue des Etats Unis  
B.P 1720 Bujumbura

*(Please indicate your Name, Telephone number and the Position Title for which you are applying on the envelope and sign in the logbook upon drop-off of your application at the embassy entrance)*

or

Email: [BujumburaHR@state.gov](mailto:BujumburaHR@state.gov)

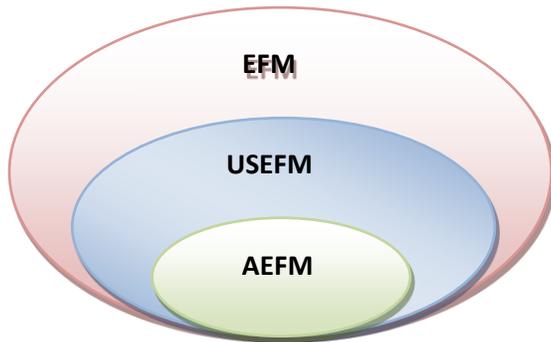
**POINT OF CONTACT**

Telephone: +257. 22.20.70.24

**CLOSING DATE FOR THIS POSITION: Thursday, October 2, 2014 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, 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).**

Cleared: HRO/FMO HEagleton  
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