



USAID
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DEMOCRATIC REPUBLIC OF CONGO

Reference No.: AID-15-01

Position/Salary Range: Accounting Technician
FSN-8
Additional benefits include allowances for Housing, Transportation, Meals, Family, and Miscellaneous; 13th and 14th month bonuses; annual and sick leave; medical coverage

Open To: All DRC citizens

Location: USAID/Democratic Republic of Congo
Kinshasa, DRC

Opening: February 4, 2015

Closing: February 23, 2015

Work Hours: Full-Time; 40 hours/week

USAID/Democratic Republic of the Congo (DRC), an equal opportunity employer, seeks applicants for the above positions.

Completion of bachelor's degree in accounting, finance, or business administration and a good working knowledge of English language (Level III English) both in oral and written communication is a requirement for this position.

Basic Function of Position:

As a member of USAID/DRC Office of Financial Management (OFM), assists with the development and management of the Operating Expense (OE) budget for USAID/DRC (the Mission). This includes working in close coordination with the Program Office in the development of the annual OE budget requirements, based on an analysis of prior years' expenditures, projected staffing requirements, and procurement needs of the Mission. Produces reports and supporting financial data to ensure progress on expenditures is consistent with projections, and makes recommendations on adjustments as emerging trends dictate.

Major Duties and Responsibilities:

Directs the establishment and maintenance of allowance control sheets for OE funds and reconciles these sheets to applicable accounting systems and applicable accounting support offices on a monthly basis. Ensures the accuracy and completeness of fiscal records and reports for which s/he is responsible. Reviews all obligating documents to determine compliance with laws, regulations and objectives.

Provides USAID personnel with information and advice relating to reservation and obligation of funds, salary and allowance payments, processing of procurement documents. Provides necessary fiscal data.

Periodically reviews the status of obligated funds and recommends de-obligation of funds determined to be in excess of requirements in coordination with the Program Office. Also notes additional obligations that are needed. Initiates corrections of errors in reports. On basis of cost analysis recommends means of reducing costs and expenses.

Assists with developing and managing the OE budget for the Mission. Works in close coordination with the Program Office to ensure the budget accurately reflects Mission requirements through analysis of budget execution against the plan; recommends changes as trends indicate.

Participates in the establishment or modification of internal procedures governing the formulation, preparation and review of USAID requests for operating funds.

Required Qualifications at the Full Performance Level:

Education:

Possession of the equivalent of a U.S. bachelor's degree in accounting, finance, or business administration is required.

Prior Work Experience:

Three years of progressively responsible experience in budget work, accounting or auditing is required.

Language Proficiency:

Level IV French and level III English are required. Incumbent must be able to explain complex reconciling problems to the Controller, and routine communication with project/activity managers in English is required.

Knowledge:

Thorough knowledge and understanding of procedures relating to budgeting, accounting, and financial management as well as an ability to compute both procedural and technical guidelines is necessary. At the full performance level, will understand AID organization and operations and be familiar with USAID program policies and processes.

Evaluation Criteria and Weights:

1. Education/Weighted 15% based on initial application review;
2. English Language Skills/Weighted 15% based on application review, written assessment and interview;
3. Prior Work Experience/Weighted 20% based on application review and interview;
4. Knowledge/Weighted 25% based on written assessment and interview; and
5. Skills and Abilities/Weighted 25% based on written assessment and interview.

How the selection will be made:

The successful candidate will be selected based upon

1. A preliminary review of the applicant's submitted package to establish that minimum educational and English writing fluency requirements are met.
2. Tests to include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate.
3. A personal or telephone interview.
4. Reference checks.

USAID/DRC's Technical Evaluation Committee (TEC) and Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements.

The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and interviews. **Based on the results of the tests, however, an applicant otherwise identified for interview could be dropped from the interview list.**

Following the interview (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct and document the reference checks (Step 4) prior to advising the TEC of the results of these checks. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.**

References will only be solicited for those interviewed applicants who are being considered for ranking.

Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a Selection Memo for review and approval by the Contracting Officer, after which an offer of employment will be made to the successful candidate, and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.

As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/DRC.

USAID/DRC reserves the right to hire an applicant who does not meet the required experience level at a trainee level. However, an applicant who does not meet the minimum educational requirements cannot be hired at either a trainee or full performance level.

Compensation:

The position will be compensated in accordance with the U.S. Embassy's Local Compensation Plan (LCP). The successful candidate's salary level will be based on prior job-related experience and salary history.

To Apply:

ONLY applicants who meet the minimum educational and English language requirements as stated in the solicitation document will be considered. Interested applicants who do not meet these requirements are encouraged NOT to apply since these applications will not be considered.

A complete application package consists of the following:

1. Application for U.S. Federal Employment, [DS-174 - Job Application Form](#). The form can be found in the US embassy website (<http://kinshasa.usembassy.gov/opportunities/jobs.html>)
2. A cover letter demonstrating how prior experience and/or training address the minimum qualifications and selection criteria,
3. A current resume or curriculum vitae (CV), and
4. Names and contact numbers of three professional references.

Ensure that all communications (including your Cover Letter) include the Announcement Reference Number (AID-15-01) and the Title of the Position(s) for which you are applying (**Accounting Technician**).

Submit the complete application package via email, to usaidhrkinshasa@usaid.gov

Failure to comply with these instructions may result in your application being considered "non responsive" and eliminated from further consideration.

Point of Contact:

Sandra Kiyanga: skiyanga@usaid.gov

Only short-listed candidates will be acknowledged.

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under Chief of Mission authority.

Closing date for this position: February 20, 2015

The U.S. Mission in the Democratic Republic of the Congo provides 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 United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations. Women and members of minority groups are encouraged to apply.