JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA
An Equal Opportunity Employer
Human Resources Office, 498 Ave Lukusa, Kinshasa
Phone 081-8806193; e-mail: HRKinshasa@state.gov

ANNOUNCEMENT NUMBER: 12-38

OPEN TO:	All interested candidates
POSITION:	**Accountant (AID), FSN -430-7; FP-7**
OPENING DATE:	July 20, 2012
CLOSING DATE:	August 3, 2012
WORK HOURS:	Full-time; 40 hours/week
SALARY:	Information on salary may be obtained from the Human Resources Office
	(Position Grade: FP-7 to be confirmed by Washington)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Kinshasa is seeking an individual for the position of Accountant (AID) in the USAID Office of Financial Management (OFM).

BASIC FUNCTION OF POSITION
Member of USAID/DRC Office of Financial Management (OFM) with responsibility for the development and management of the Operating Expense (OE) budget for USAID/DRC (the Mission). This includes working in close coordination with the Office of the Executive Officer (EXO) 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 remains on track with projections, making recommendations on adjustments as emerging trends dictate.

A copy of the position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED
NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.
Education: Bachelor degree in accounting, finance or business administration is required.

Experience: Four years of progressively responsible experience in budget work, accounting or auditing is required.

Language Proficiency: Level IV (Fluent) English and French 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.

Skills and Abilities: Must be able to analyze budgeting processes and identify practices and procedures that require correction or modification. Must be able to formulate recommendations for maintaining specialized segments of budgeting systems in a high state of efficiency. Incumbent must be service oriented and must be able to communicate effectively with non-accounting personnel in explaining accounting requirements.

SELECTION CRITERIA
When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. 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. 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. The candidate must be able to obtain and hold security and medical clearance.

TO APPLY
Interested applicants for this position must submit the following or the application will not be considered:
Application for U.S. Federal Employment, DS-174 - Job Application Form or
1. A current resume or curriculum vitae that provides the same information as a DS-174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

DEFINITIONS
1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he::
-- Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
-- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
-- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

The US Mission is an equal opportunity employer.

CLOSING DATE: August 3, 2012

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