

# JOB OPPORTUNITY



**USAID**  
FROM THE AMERICAN PEOPLE

AMERICAN EMBASSY KINSHASA

**An Equal Opportunity Employer**

Human Resources Office, 498 Ave Lukusa, Kinshasa  
Phone 081-8806193; e-mail: HRKinshasa@state.gov

**ANNOUNCEMENT NUMBER: 11-69**

**OPEN TO:** All interested candidates  
**POSITION:** **Supervisory Voucher Examiner, FSN-420-8; FP-6**  
**OPENING DATE:** December 21, 2011  
**CLOSING DATE:** January 4, 2012  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Information on salary may be obtained from the Human Resources Office  
(Position Grade: FP-6 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 Supervisory Voucher Examiner in the USAID Office of Financial Management (OFM).*

## **BASIC FUNCTION OF POSITION**

This position serves as Supervisory Voucher Examiner in charge of all activities in the Payments Section of the Office of Financial Management (OFM). In this capacity the incumbent acts as the quality assurance officer for all transactions processed in the section, to and including verification of payment accuracy, timeliness and validity. The incumbent oversees the operation of the Phoenix automated accounting system, Treasury electronic certification systems and monitors the USAID-contracted cashier (Stanbic Bank).

*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:** Completion of secondary school and a recognized technical school in accounting or its equivalent is required.

**Experience:** Two years experience in payment systems, banking and finance with emphasis on vouchering is required.

**Language Proficiency:** Level IV (Fluent) in both written and spoken English is required.

**Knowledge:** Specific knowledge and understanding of travel, payroll, contract and other procurement principles, theory and practice is required.

**Skills and Abilities:** Must have well-developed analytical skills, computer skills and mathematical skills. Incumbent must be service oriented and possess good communication skills Access.

## **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 EFM's 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:** January 4, 2012

Drafted: HR: FNSASU

Cleared: USAID: TJOHNSTONE (email)

HR: CKUWAKATA

Approved: AHRO: HMULLER