



### INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post <p style="text-align: center;">ABIDJAN</p>	2. Agency <p style="text-align: center;">CDC</p>	3a. Position Number
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.  
 Yes     No

4. Reason For Submission

a. Redescription of duties: This position replaces  
 (Position Number) \_\_\_\_\_, (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_

b. New Position Project Financial Analyst

c. Other (explain) \_\_\_\_\_

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Project Financial Analyst, FSN-435	10		
b. Other				
c. Proposed by Initiating Office	Project Financial Analyst			

6. Post Title Position (If different from official title) <p style="text-align: center;">Project Financial Analyst</p>	7. Name of Employee <p style="text-align: center;">New Position</p>
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8. Office/Section <p style="text-align: center;">CDC/PEPFAR Cote d'Ivoire</p>	a. First Subdivision <p style="text-align: center;">Project Management Branch</p>
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
<hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Employee                      Date (mm-dd-yyyy)	<hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Supervisor                      Date (mm-dd-yyyy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
<hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Section Chief or Agency Head                      Date (mm-dd-yyyy)	<hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Admin or Human Resources                      Date (mm-dd-yyyy)

13. Basic Function Of Position  
 The Project Financial Analyst reports to the CDC/PEPFAR Project Management Branch Chief and provides financial, accounting, budgetary, procurement and reconciliation activities for the President's Emergency Plan for AIDS Relief (PEPFAR) cooperative agreement budgets for Cote D'Ivoire (CI). The position supports program managers and responsible officers who promote effective and coordinated programmatic and administrative management of PEPFAR cooperative agreements and implementing partner financial portfolios. These responsibilities include focusing on reporting requirements, budget implementation and execution and overall administrative management and accountability associated with US Government cooperative agreements.

14. Major Duties and Responsibilities \_\_\_\_\_ % of Time

1. Serves as primary point of contact on financial and accounting issues for cooperative agreement recipients receiving CDC-PEPFAR funding in CI. Provides financial technical assistance and oversight to implementing partner accounting and management staff in the following areas: (45%)

"Provides expert technical advice to implementing partners in the development of long and short term financial strategies and plans to achieve financial goals supporting PEPFAR objectives. Plans are developed in accordance with approved budgets and to monitor adherence

(See Addendum 1)

(Continue on blank sheet)

15. Qualifications Required For Effective Performance

a. Education

Master's Degree (or equivalent level qualification) in finance, accounting, public or business administration, health economics, or related field is required.

b. Prior Work Experience

A minimum of five years of progressively responsible work in accounting, auditing, financial management, business management or public administration is required. At least two years of this must be in working with USG financial management standards. Previous experience in budget monitoring and exposure to grantees and/or external clients is highly desirable.

c. Post Entry Training

The incumbent will be expected to possess the necessary technical training and skills required to perform the duties and responsibilities required of the position. Post entry training will be focused primarily on PEPFAR and USG financial management procedures and regulations, including agency-sponsored courses related to administration and reporting requirements associated with cooperative agreements, USG budget monitoring and program assessment/evaluation and

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

Level III English and Level IV French (fluency) are required.

e. Job Knowledge

Expert knowledge of financial management and generally accepted accounting principles is required. Prior work experience in Cote d'Ivoire, including budget tracking for coordination with donors or headquarter office is strongly desired.

Knowledge of USG policies, guidelines and procedures for administration and financial management of contracts, grants and cooperative agreements, including familiarity with Code of Federal Regulations and OMB Circulars, is desired.

f. Skills and Abilities

Incumbent is required to have computer keyboarding skills (both speed and accuracy) and the ability to use office software packages, including word processing and spreadsheets. Budget tracking will require standard numerical skills. Demonstrated ability to identify priority actions, generate and complete work plans within short time frames.

Ability to establish effective diplomatic working relationships with individuals and official representatives of public health

16. Position Element

a. Supervision Received

The incumbent works independently under the supervision of the Program Management Branch Chief who establishes broad program outcome strategies and goals. The incumbent works within a broad framework and with a minimum of supervision to determine approaches to be taken and methodologies to be used in planning and implementing activities and resolving problems to accomplish desired program outcomes. Completion of tasks and assignments will be reviewed regularly through results achieved, required written reports and oral progress reports.

b. Supervision Exercised

This position does not have direct supervisory responsibilities; however, the employee will be expected to provide non-technical and administrative project management support and coordination for all assigned cooperative agreements and grants. In this capacity will work with and supervise 5-7 teams of 2-5 each as the principal advisor for the direction and implementation of the administrative and management portions of CDC/PEPFAR cooperative agreements and related contracts and/or other funding mechanisms in Cote D'Ivoire.

c. Available Guidelines

Written PEPFAR, CDC and other USG agency policies and guidelines for management of cooperative agreements and technical literature related to incumbent's area of expertise. International accounting and ethical standards, Agency and USG directives, regulations and policies. CDC and MOH rules, regulations, and policies issued both in writing and orally. PEPFAR strategic objectives and operating provisions. The Country Operational Plan (COP). Frequently, the incumbent will apply these guidelines independently as circumstances may dictate.

d. Exercise of Judgment

Incumbent is allowed flexibility in making operational decisions and recommendations, to solve problems and direct program activities regarding non technical operational and administrative project management. Incumbent exercises a significant degree of judgment in deciding the best means to implement PEPFAR, OGAC and CDC policies. Incumbent has the authority to develop and adjust long range strategic plans with senior level officials from MOH and other relevant Ministries, to counsel and guide them in the setting of priorities necessary to make substantive changes in thinking related

e. Authority to Make Commitments

The incumbent has no signatory authority to commit USG funds, but will make recommendations on funding applications for financial assistance from the USG based on technical merit of the proposals and appropriateness of budget requests. As a nationally recognized project management expert, incumbent works independently to provide technical consultation on program activities of ongoing or proposed public health programs funded by PEPFAR. Incumbent has the discretion to plan and adjust not only own work, but also the work of others related to the delivery of quality project management services

f. Nature, Level, and Purpose of Contacts

Contacts are with a wide variety of people at many different levels (professional and political), both inside and outside of PEPFAR and CDC (e.g., MOH and other relevant government Ministries, international organizations, universities). Incumbent must provide consistent and credible representation of PEPFAR to USG colleagues, donors, and other partners and coordination bodies for technical, policy, and project management issues. Will have frequent contacts with both mid level and high ranking government officials and other partners to define and/or reorient strategies, discuss changing

g. Time Expected to Reach Full Performance Level

Six months.

( additional documents attached for those sections that overflowed due to space limitation)

**Addendum 1**

"Conducts reviews of prospective or new PEPFAR grantees' financial systems to determine the adequacy of their accounting systems and internal controls, as well as their institutional capability to implement USG funding agreements;

"Assists cooperative agreement partners in understanding CDC or USAID budget categories and assists in the review of their budget requests to assure that proposed costs are allowable, allocable and reasonable;

"Provides financial advice and monitors the financial reporting of implementing partners to CDC or USAID HQ to ensure timeliness and accuracy of financial reporting;

"Monitors and reviews fund spending requests to ensure compliance with the US Payment Management System regulations; Conducts periodic pipeline analyses and reports to PMB Staff.

"Provides training and technical assistance to partners to ensure compliance with applicable US Government procurement rules and regulations.

"Maintains responsibility for filing of financial records in accordance with federal financial management and accounting procedures.

2. Provides financial program support related to cooperative agreements to PEPFAR/CI senior management, project management Branch and CDC budget analyst. 30%

"Assist in the development of financial analysis tools for Program Management Branch staff to use in appraising the overall costs of activities proposed by implementing partners to assure efficient use of financial resources;

"Reviews monthly reports from budget analysts at CDC Atlanta to track monthly obligations for Atlanta-held operating funds for CI, preparing monthly reports on the status of funds for each operating budget and calling to the attention of the appropriate Project Manager and supervisor any apparent irregularities or issues requiring clarification,

"Conducts site visits with project managers to examine project accounts for accuracy and propriety of expenditures.

"As requested, conducts market research, analyzing pricing or sources for procurement; drafting content for Statement of Works, Terms of Reference; making best use of the goods or services, etc.

"Participates in the formulation of the Cote d'Ivoire annual Country Operational Plan

3. Oversees required annual audits for implementing partners 10%

"Monitors partners' compliance with required annual project audits.

"Provides lists of international auditing firms approved to perform annual audits of cooperative agreements for the USG.

"Ensures that audit reports and management letter reports have been analyzed and that the recipients implement audit resolution activities in a timely manner.

"Conducts ad hoc auditing and financial management reviews as required.

4. Provides financial management training: 10%

"Assures annual formalized financial management training on PGO requirements and use of accounting software for implementing partner's mid level management, accounting, administrative and appropriate technical staff to ensure compliance with USG financial reporting requirements.

"Provides expert advice and training as necessary to PEPFA/CI staff on all aspects relating to fiscal matters.

5. Performs other duties as assigned.