



VACANCY ANNOUNCEMENT

THE USAID MISSION IN SAN SALVADOR

No. 15-002A

Financial Analyst

Date:

Position Vacancy

05/04/15

THIS POSITION IS BEING RE-ADVERTISED TO MODIFY THE KNOWLEDGE REQUIREMENT. THOSE WHO PREVIOUSLY APPLIED, DO NOT NEED TO RE-SUBMIT APPLICATION.

OPEN TO: All Interested Candidates

POSITION: Financial Analyst, FSN-11

OPENING DATE: May 4, 2015

CLOSING DATE: May 8, 2015

WORK HOURS: Full time; 40 hrs. Workweek

SALARY: *Ordinarily Resident (OR): Position Grade FSN-11, Salary Range from \$41,798.00 up to \$65,794.00 (Basic Rate + Allowances)

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

The U.S. Agency for International Development (USAID) in San Salvador is seeking applications for a Financial Analyst Position in the Controller's Office.

BASIC FUNCTION OF THE POSITION

Develops and implements a plan of financial and operational analysis of AID projects/activities assigned to him/her and internal operations. Assists the Senior Financial Analyst and Development Objective Team Leaders on complex projects and advises personnel on the financial feasibility of projects and activity vulnerability regarding possible misuse of funds; and the adequacy of analysis and audit coverage. Generates and analyses financial reports that show projects and activities implementation and progress to facilitate the ability of decision makers to make informative decisions.

MAJOR DUTIES AND RESPONSIBILITIES:

% OF TIME

35%

A. Supports the Controller's, Deputy Controller's and Development Objective Team Leader's participation in the Project/Activity Review Committees by performing detailed analyses of all project proposals and on-going projects/activities. For proposed projects/activities, performs analyses (or oversees the performance of these analyses by outside consultants or accounting firms) to determine that financial feasibility is demonstrable; potential financial problems are identified and addressed;

funding levels are adequate and not excessive for accomplishing project results; all budgetary requirements' have been identified and provided for; estimated budgeted costs are reasonable, methods of financing are appropriate; adequate controls for financial management monitoring have been provided for; proposals are within the capabilities of respective borrowers/grantees (this includes on-site reviews of financial management capabilities); and, where applicable, borrower's/grantee's financial management of previous projects has been adequate. For on-going projects/activities, analysis involves on-site review to assure that proper accounting and control procedures are being followed; internal controls are adequate to insure appropriate utilization of AID funding, resource flows (USAID and counterpart Contribution) are consistent with project/activity progress, and anticipated results are being realized. Participates in project and activity implementation by assisting and coordinating with the project and activity managers, counterparts, and entities involved in the project implementation, to identify, provision of financial technical that might hamper implementation and suggests an expertise resolution of problems identified.

15%

B. Serves as the Development Objective Team (DOT) audit control officer by: a) developing, implementing and maintaining the Audit Management Program for the DOT, b) identifying and controlling the DOT related audit inventory, c) Facilitating and tracking DOT related audits, d) Coordinating the audit contracting process for the DOT to include reviewing and clearing audit scopes of work, e) After audit contract is signed, plan the entrance conference and monitor progress of ongoing audit, discuss audit issues with Activity Manager and DOT, attend exit conferences and assist in formulating audit recommendations, f) Performing desk review of draft audit report using Regional Inspector General screening guidelines, g) Monitoring, reporting on and closing DOT related audit recommendations, h) Serving as DOT audit liaison for ongoing audits.

20%

C. Assists in or independently designs and implements a comprehensive analysis (management audit) program with appropriate criteria and procedures to test the vulnerability of USAID's management systems and to identify and recommend changes required to reduce opportunities for fraud and error in both the program and operating expense (OE) budgets. This involves testing of financial systems and procedures to determine that funds are adequately controlled, records are adequately and timely maintained and a continuous audit trail exists to assure that funds are actually expended for intended and approved purposes. This will test, for example, the possibility (or occurrence) of funds being diverted to unauthorized recipients, profiteering on exchange rates between dollars and colones, if applicable, or currency black marketing.

30%

D. Performs special specific analyses as required by USAID Management of all program and OE funded activities. This often involves on-site reviews of records and procedures with the financial management staff of implementing agencies and contractors. This also involve very complex pipeline analysis that tracks the utilization of funds starting with tracking budget allocations, funding levels, mortgage, obligation, expenditure both planned and actual, carryover, and current and planned expenditure and project how long the pipeline would last.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item.

- 1. EDUCATION:** Possession of a university degree in Accounting, Business Administration, Finance or a related field.
- 2. EXPERIENCE:** A minimum of five years of progressively responsible experience in accounting, budgeting, audit and financial analysis.
- 3. LANGUAGE:** Level IV (fluent) in English oral/written is required.
Level IV (fluent) in Spanish oral/written is required.

4. **KNOWLEDGE:** A thorough knowledge and understanding of professional accounting principles, theories and practices as well as general knowledge of audit procedures and system analysis is required. A thorough knowledge of procedures associated with Financial Management and how projects are designed, developed, implemented and evaluated is also required.
5. **SKILLS AND ABILITIES:** Must have an ability to analyze projects and detect their financial strengths and weaknesses. Must be able to develop contact and work with USAID project managers and officials of host country institutions responsible for management of USAID projects. Must be able to collect and present facts and recommendations in a clear, concise manner, both orally and in writing. Computer literacy is essential, including competency in the entire Microsoft Office suite, particularly in the use of Microsoft PowerPoint and complex spreadsheet programs such as Microsoft Excel.

SELECTION PROCESS

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. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-0174);
<http://photos.state.gov/libraries/elsavador/231771/PDFs/ds-174.pdf>
2. Candidates must identify the position to which they are applying.

Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the positions as listed above

SUBMIT APPLICATION TO

Executive Office
USAID / El Salvador
PER e-mail:

ssvacancies@usaid.gov

Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.

DEFINITION

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

1. 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.

CLOSING DATE FOR THIS POSITION: May 8, 2015

The US Mission in San Salvador 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.

Approved: USAID / EXO



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