

**AMERICAN EMBASSY MALABO, Equatorial Guinea
Vacancy Announcement**

No. 2015-002	Date: JANUARY, 2015	Ref:
Subject:	VOUCHER EXAMINER	
Location:	MALABO - DEPARTMENT OF STATE	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates
POSITION: Voucher Examiner, FSN-6
OPENING DATE: January 9, 2015
CLOSING DATE: Open until Filled
WORK HOURS: Full Time, 40 Hours/Week
SALARY: 7,257,867 XAF
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. APPLICANTS NOT CONTACTED WITHIN 30 DAYS SHOULD CONSIDER THEIR APPLICATION UNSUCCESSFUL. APPLICANTS INTERVIEWED WILL BE ADVISED OF THE RESULTS OF THE INTERVIEW.

The U.S. Embassy in **Malabo, Equatorial Guinea** is seeking to employ suitable and qualified candidate for this position of **Voucher Examiner**.

Basic Function of Position

Incumbent is responsible for preparing vouchers to forward to the Post Support Unit in Charleston for examination and payment. Vouchers relate to utility bills, travel, and the purchases of goods and services. Incumbent uses a database to record, track, and follow up on the processing and payment of Embassy financial transactions. Serves as alternate cashier.

POSITION REQUIREMENTS

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item or the application will not be considered.

1. **Education:** Completion of secondary school education plus two or more years of business, technical, vocational, or college study in accounting or auditing is required.
2. **Experience:** Two years of clerical/administrative work that included at least one year of financial document preparation and review.
3. **Language:** Level III Speaking/Reading English and Spanish (Good working knowledge) are required.
4. **Job Knowledge:** A good working knowledge of administrative procedures. An understanding of how financial documents are prepared and processed for payment. A thorough understanding of bookkeeping, accounting procedures, allotment codes. Must have knowledge of MS Word and MS Excel as well as MS Access (or similar database).
5. **Skills and Abilities:** Ability to acquire the above knowledge within reasonable period of time. Must have knowledge on basic computer programs, including data management. Must have quantitative skills. Ability to read, understand, interpret and apply regulations and requirements for voucher processing. Must be able to assess whether bills or vouchers

received are legitimate for disbursement of USG funds. Must be able to work with minimal supervision.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S Veterans will be given preference. Therefore, it is important that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

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.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not Ordinarily Residents 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.

TO APPLY

Interested applicants for this position must submit their applications according to the recommendations below or the application will not be considered:

1. Fill out and submit the U.S. Federal Employment application form (**DS-174**) available at the Embassy Gate and Internet Web site. This form must be completed in English.
 2. Attach other documentation (e. g. essays, certificates, awards, copies of degrees earned) that addresses the requirements of the position as listed. **Please note that all documents will be verified for authenticity.**
 3. Indicate position title and vacancy announcement number on the top right corner of the application form.
 4. If applying by email, indicate the position title and vacancy announcement number on the subject line and send to the following address: malaboapplicant@state.gov
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO:

Embassy of the United States of America,

Malabo II Highway,

or

malaboapplicant@state.gov

Malabo - Equatorial Guinea

POINT OF CONTACT: Human Resources Section, Tel: (+240) 333095741.

DEFINITIONS

1. 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 residency permits for employment in country.
 2. Not-Ordinarily Resident (NOR): Typically, a US Citizen Eligible Family Member (EFM) of a Foreign Service, Civil Service and uniformed service member who is eligible for employment
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under a US government pay plan, on the travel orders, and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

3. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position needs to meet the following criteria:

- Have US citizenship;
- Be at least age 18;
- Be listed as a spouse or dependent on the travel orders of a Foreign, 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; and either
 - Reside at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; OR
 - Reside at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2

THIS POSITION IS OPEN UNTIL FILLED

AN EQUAL OPPORTUNITY EMPLOYER

The US Mission in Malabo 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.