



USAID | GUATEMALA

DEL PUEBLO DE LOS ESTADOS
UNIDOS DE AMÉRICA

VACANCY NOTICE

Project Management Assistant (HEO)

FSN-PSC-4005-07

FUNCTIONS OF THE POSITION:

Main responsibilities include but are not limited to: the preparation, review and summary of budgets and project expenditure information, reporting on program financial performance and preparation of project financial pipelines, project budgets and government cost estimates for procurement and instrument modification actions. S/he works with a broad range of USAID personnel and implementing partners in Guatemala and the Central America region in order to access financial and expenditure information. S/he provides backup support in the preparation of Initial Environmental examinations and ensuring compliance with USAID environmental regulations. S/he serves as alternate to Project Management Specialist of the office.

REQUIRED QUALIFICATIONS:

NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item in order to be considered for the position.

- a. Completion of secondary school and at least three years post-secondary study at college or university in accounting, auditing, business administration or related financial and administration fields are required.
- b. Three to five years of experience in financial management and/or administration of development projects.
- c. Language Proficiency: Level IV Spanish and Level IV English (fluent). (**Note:** Candidate's oral and written English skills will be evaluated as part of the selection process.)
- d. Should possess knowledge of administrative/budgeting concepts, principles and techniques, regulations, and operational procedures.
- e. Ability to establish and maintain good communication with partners and host country government counterparts. Skills in the operation of Microsoft Office software (Excel, Word and Power Point) and data base management. Proven track record as a team player.

WE OFFER:

Annual salary range from Q95,099.00 thru Q206,731.00 based on past certified earnings. Labor benefits, medical insurance and retirement plan. **If you do not meet all the requirements, please do not apply.**

TO APPLY:

Interested candidates **must submit** curriculum vitae, copy of DPI, a letter in English summarizing his/her work experience and each of the qualifications for the position and, salary history. Please send all information described above **only** electronically to: Guatemalavacancies@usaid.gov **no later than Monday, June 22, 2015 at 3:00 p.m. Applications without any of the supporting documents described above will not be considered.**

The US Mission in Guatemala provides equal opportunity and fair and equitable treatment in employment without regard to race, color, religion, gender, national origin, age disability, political affiliation, marital status, or sexual orientation.