EMBASSY OF THE UNITED STATES OF AMERICA

CONAKRY - GUINEA

VACANCY ANNOUNCEMENT

Dan TRIF, A/Management Officer

ANNOUNCEMENT NUMBER: 2015-032

OPEN TO: ALL INTERESTED CANDIDATES/ALL SOURCES

POSITION: HEALTH SPECIALIST (Finance)
FSN-9*

TYPE OF HIRE: TEMPORARY

OPENING DATE: September 14, 2015

CLOSING DATE: September 28, 2015

WORK HOURS: FULL-TIME; 40 HOURS/WEEK

SALARY: * LCP: 106,657,658 * GNF P.A.
(POSITION GRADE: FSN-9)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED **WORK** AND/OR **RESIDENCY PERMITS** TO BE ELIGIBLE FOR CONSIDERATION.

Only complete application: filled DS-174 + documentation (Education and Work including start and end dates, certificates, trainings, awards, driver's license) that address the qualification requirements of the position will be **considered for screening**.

APPLICATIONS CAN EITHER BE BROUGHT TO THE US EMBASSY'S MAIN ENTRANCE OR BE SENT TO ConakryHR@state.gov.

THERE IS NO FEE WHATSOEVER TO SUBMIT AN APPLICATION.

CONTACT THE HUMAN RESOURCES OFFICE AT EXT:4298/4458 FOR ANY PROBLEM ENCOUNTERED WHEN DROPPING OFF YOUR APPLICATION.

PLEASE NOTE THAT DUE TO THE HIGH NUMBER OF APPLICATIONS RECEIVED, ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.

BASIC FUNCTION OF POSITION

Job holder is the senior specialist responsible for day-to-day at post financial management of agency programs funded by the U.S. government CDC DGHP Program and Ebola Response initiative. Job holder responsibilities include budget forecasting, financial analysis, tracking of grant awards and disbursements, and cost accounting. Job holder interprets U.S. Government financial and account management procedures, reviews technical program documents for budgetary and cash flow implications, and ensures efficient use of financial resources. Carrying out these financial functions requires the job holder to develop close working relationships with agency headquarters financial management staff, agency program managers, program managers and senior staff of other agencies as well as senior managers of collaborating partners.

MAJOR DUTIES AND RESPONSIBILITIES:

Job holder oversees the at-post budget functions and accountability for all agency program (non-operating) expenditures. The incumbent coordinates the formulation and administration of the agency's annual program budget, including budget projections, planning, tracking and reporting. This involves working with senior staff and program managers to develop an overall annual budget projection for both local and international staff, as well as budgets for each of the discreet program activities. Job holder then reviews all budgets submitted for funding by programmatic sections for accuracy, appropriateness and feasibility; provides feedback for improvement as needed.

Job holder analyzes spending by activity each quarter and at the end of the fiscal year. Analyses and evaluates the cost implications of program plans and continually monitors control point expenditures in relation to planned levels.

Compares annual budget projections with actual expenditures to make adjustments and to report discrepancies. Based on these observations, advises senior staff of funds that may be available for new activities, or of unforeseen shortfalls. Prepares and provides all necessary documentation to support any financial data (i.e., indirect cost analysis, transfers of funds, Payment Management Systems draw downs and special authorizations) for anticipated audits.

Job holder maintains responsibility for files management of all financial records within the office in accordance with federal financial management and accounting procedures. Job holder is responsible for controlling access to both electronic and paper files concerning the financial reporting for CDC DGHP and Ebola related programs.

Job holder is responsible for meeting all agency financial reporting requirements and deadlines.Compiles and distributes regular and end of the year financial reports on actual expenditures by activity and object class.

Job holder joins program managers/project management specialists and the agreements administration manager to review all applications, supplemental awards, requests for extensions, and funding for technical and budget soundness. Job holder makes recommendations to agency management on the financial aspects of the proposals.

Job holder conducts financial reviews of potential grantees to determine the adequacy of their accounting systems and internal controls, as well as their institutional capability to implement agreements for ongoing projects.

Job holder assists cooperative agreement partners in understanding agency 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 agencies' headquarters to ensure timeliness and accuracy of financial reporting; monitors and reviews fund spending requests to ensure compliance with the U.S. Payment Management System regulations; Conducts periodic pipeline analyses and reports to program/project management staff.

Job holder makes field trips with project officers to examine project accounts for accuracy and propriety of expenditures. Provides technical assistance to grantees about budget categories to assure the appropriateness of their budget requests. Coordinates with the agency procurement and grants office as well as the agency's payments management services in reviews of grantees' audited financial statements to ensure accuracy and compliance with project agreements.

Job holder provides briefings/presentations on a regular basis to agency program managers and to mid-level management of the implementing partners on financial reporting requirements and use of accounting software to ensure compliance with USG financial reporting requirements. On a one-on-one basis job holder provides advice to implementing partners in the development of long and short term financial strategies and plans to achieve financial goals supporting objectives of the implementing agreement. Helps partners to develop plans in accordance with approved budgets and to monitor adherence to USG financial standards.

Job holder drafts reports to agency leadership that identify noncompliance with regulations, inefficient operations, or improper practices. Develops constructive recommendations for improvements to the financial position of the organization.

Job holder reviews required annual audits for implementing partners, providing partners with required deadlines for annual budget audits and lists of international auditing firms approved to perform annual audits of cooperation agreements for the USG. Once audits are completed, job holder analyzes the audit reports and management letter reports to assist the recipients in implementation of audit follow-up activities. Job holder is directly involved in addressing any discrepancies in internal controls identified by grantee external auditors and to report such concerns with suggested remedies to agency management for further action. Provides detailed procedural guidance to implementing partner finance directors on better systems designed to address all issues raised in the audit and internal systems review reports

Job holder is the primary liaison with the agency headquarters finance office and the ICASS financial management office at post. Job holder tracks all local and international payments and communicates closely with ICASS financial staff to monitor and manage expenditures throughout the budget year.

Job holder participates in the formulation of the agency's annual operating budget, including ICASS charges, Capital Security Cost Sharing taxes, capital equipment and

shipping and customs charges. Job holder oversees the budget control process and analyzes variances between the budget and actual expenditures. Job holder provides advice and recommendations to the head of the executive or management and operations office on timing of expenditures relative to the federal budgetary processes and how to manage end-of-year fiscal closeout. Oversees and maintains systems used to manage funds and ensures daily control of funds are received and disbursed. Job holder oversees the preparation of periodic funding requests. The annual operating budget for the agency, including intramural, extramural and direct is approximately 50 million USD.

The job holder serves as a sub-cashier and manages agency petty cash funds in the amount of $4000. The incumbent is responsible for the safekeeping, disbursement, replenishment, and reconcilement of petty cash. Files the monthly report of petty cash status and monitors the use of petty cash by agency staff to ensure policies, guidelines and regulations are followed.

Job holder participates as an agency representative at inter-agency administrative and strategic planning meetings where recommendations for country and regional financial commitment targets for agency programs are developed. Such meetings may include representatives of other USG implementing agencies: Departments of State, USAID, Department of Defense and Peace Corps.

B QUALIFICATIONS REQUIRED

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

a. Education:

MBA, Bachelor degree, or Guinea equivalent degree in Public Administration, Business Administration, Management, Accounting, Finance, Public Health or International development is required.

b. Prior Work Experience:

Five years of progressively responsible experience in accounting, auditing, budgeting or financial management for a public health or development-related public or non-governmental organization is required.

c. Language Proficiency:

Level III (good working knowledge) in English and level IV in French are required.

d. Knowledge, Skills and Abilities:

A basic understanding of the principles and accepted general accounting procedures of USG and in-depth knowledge of host government systems in relation to finance, accounting and reporting is required. Knowledge of public health system accounting and resource management, as well as familiarity with public health programs financial management is required. Knowledge and understanding of laws, regulations and procedures associated with agency organizational operations in general is required. Good working knowledge of Foreign Affairs Manual 4 (4 FAM – financial management) is required. A general knowledge of routine health information systems in developing countries, including knowledge of public health administrative systems is required.

Advanced levels of analytical and computational ability to analyze, compile and present copious amounts of auditable financial information in a concise manner are required. Good communication skills, both oral and written, are required, to include ability to write clear and concise documents, reports, program and policy guidelines and ability to deliver oral presentations on financial accounting and reporting matters. Excellent inter-personal skills are required in order to coordinate with USG colleagues and implementing/ cooperating partners to ensure mutual cooperation. Leadership skills are required to work with program managers and staff of implementing partners to direct and coordinate various elements of finance, budgeting for procurement and accounting operations is required. Ability to be able to work at a high skill level in various financial management systems and software and accounting software suites such as Quickbooks, which is utilized in implementing partner accounting and procurement management. Intermediate user level of word processing, spreadsheets and databases is required. Keyboarding skills that include both speed and accuracy are required. A facility to work with higher mathematical calculations for purposes of reporting is required.

ADDITIONAL SELECTION CRITERIA

1. CDC 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. Employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. The candidate must be able to obtain and hold a valid security clearance and medical clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff Family Member (DS-174), which is available at http://conakry.usembassy.gov/job_opportunities.html or at the U.S Embassy's main entrance**; plus**

2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **plus**

3. Any other documentation (e.g essays, certificates, awards) that addresses the qualification requirements of the position as listed above

SUBMIT APPLICATION TO

Human Resources Office-ConakryHR@state.gov or at the U.S Embassy's main entrance

Attention: Management Officer
P.O. Box 603
Transversale N0.2
Centre Administratif de Koloma
Commune de Ratoma
Conakry, République de Guinée

POINT OF CONTACT

Telephone: 655 10 40 00 Fax: 224 -655 10 42 97

CLOSING DATE FOR THIS POSITION: September 28, 2015

The U.S. Mission in Conakry 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.