



USAID | GUINEA

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1. **SOLICITATION NUMBER:** SOL-675-16-000005-01 (Re-advertisement)
2. **ISSUANCE DATE:** September 27, 2016
3. **CLOSING DATE AND TIME:** October 14, 2016 16:30 Local Time
4. **POSITION TITLE:** Financial Analyst
5. **OPEN TO:** All Qualified Candidates
6. **WORK HOURS:** FULL TIME; 40 HOURS/WEEK
7. **MARKET VALUE OF POSITION:** FSN-11 (GNF 161,419,513 – 242,129,285 per annum - *with the possibility of hiring the employee at the lower grade if successful candidate not fully qualified*). Final compensation will be based on the individual's salary and work history, experience and educational background.
8. **EVALUATION FACTORS:** Evaluation of qualifications and experience required of candidates will be conducted on a 100-point scale and weighted as follows: Education (20%); Work Experience (30%); Knowledge, Skills & Abilities (40%); Language (10%).
9. **PERIOD OF PERFORMANCE:** One year renewably annually for up to a total of five years, subject to availability of funds and satisfactory job performance.
10. **PLACE OF PERFORMANCE:** Conakry, Guinea.
11. **SECURITY ACCESS:** Background Check
12. **AREA OF CONSIDERATION:** Foreign Service Nationals

NOTE: Due to the number of applications we receive, only applicants who have been short listed will be contacted.

ALL ORDINARY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

13. STATEMENT OF WORK:

BASIC FUNCTION OF THE POSITION:

The Financial Analyst (FA) will be involved in activity implementation, monitoring and financial analysis as it directly relates to the strengthening of indigenous organizations while helping to improve internal financial management compliance and procedures to both USAID/Guinea and Sierra Leone Missions

MAJOR DUTIES & RESPONSIBILITIES:

The Financial Analyst (FA) will prepare and/or review financial sections of acquisition and assistance requests, contracts, grants, cooperative agreements, and other activity documents. Working directly with the organizations and/or other consultants, he/she will review advance requests and/or requests for reimbursements as applicable. S/he will assist and provide guidance to organizations on monitoring expenses and the completion of advance liquidations, as applicable. The FA will provide technical assistance/training in the preparation of vouchers and make appropriate recommendations to improve the organization's accounts payable sections. The FA will provide guidance on internal controls that will help improve or strengthen the accounting functions, which will improve the accuracy of financial accounting data and appropriateness of documentation presented to support accounting entries. The FA will guide and reinforce compliance requirements that will support the organization's fulfillment of their agreement(s). The Financial Analyst will participate in both Missions' quarterly Pipeline, Obligation, and Procurement review sessions as well as the semi-annual technical performance reviews. **(25%)**

2. The Financial Analyst will assess host government and/or prospective recipients' administrative and institutional abilities to implement programs/activities. S/he will determine the appropriateness and effectiveness of prospective recipients' operations procedures and cash management practices. The specialist will provide an opinion on the confidence to be placed in the recipients' internal controls and will offer advice to recipients on weaknesses and possible solutions to identified problems. The FA is also expected to review the financial sections of work plans and provide input to expenditure plans and budgets. The FA performs site visits at least quarterly visits to monitor the financial and accounting performance of recipients and assures that implementation plans and procedures are being applied and that appropriate corrective measures are taken in a timely manner. The job requires preparing field trip reports to detail findings and recommendations. Follow-up on implementation of recommendations are also required. All field trip reports will be distributed to the Regional Controller, Regional Financial Management Officer, Technical Office Chief, Country Program Manager and Deputy Country Program Manager, Guinea Program Officer, and the Guinea Mission Chief Accountant. **(25%)**

3. The FA will train recipients on accrual-based accounting and provide guidance on estimating accruals quarterly. The position requires reviews of detailed documents that support the accruals. The specialist also identifies and recommends adjustments as needed. Provides guidance on activity pipelines and reviews pipeline to planned activities and expenditure rates. As needed, assists and guides the recipients in performing financial close-outs of their activities. **(10%)**

4. The Financial Analyst will provide guidance on audit management and audit scope of works, assisting the recipients to implement and manage annual audits in line with their agreements. S/he will identify controls in the annual audit inventory. S/he will assist the recipient in understanding audit reports and recommendations and provide guidance that will

address and close recommendations ensuring good documentation and implementing procedural changes that may result from audit recommendations. (20%)

5. S/he acts as the liaison between new indigenous partners and the host government entities, and the Mission senior management, financial management and technical teams. Assists with pre-award surveys as needed and then collaboratively develop action plans to address weaknesses, as identified. Monitor their local capacity development providing feedback and recommendations for continued improvement. Train the recipients to complete their annual internal control assessments, which will review their management environment and how to assess risk, performing testing of controls if deemed necessary; and developing or improving control systems in order to address identified weaknesses. (20%)

14. QUALIFICATION/SELECTION CRITERIA:

Education (20 points):

A Bachelor's degree in Accounting or Finance is required. A Master's Degree in Accounting/Finance/Management is desirable.

Prior Work Experience (30 points):

Five to seven years of progressively responsible experience in financial management, accounting, or auditing with the USG or an international organization is required. Experience in the West Africa region and familiarity with regional development issues is also highly desirable.

Language Proficiency (10 points):

English and French (proficiency in reading, writing and speaking- Level IV) is required. Proficiency in other indigenous languages desirable.

Knowledge, Skills & Abilities (40 points):

Auditing, budgeting, and financial reporting; general fund accounting and financial management precepts are required. It is preferable that knowledge and experience of the dynamics of economic and social development including the legal regulatory framework for USG assistance programs; USG policies and procedures governing program selections and project design, review, approval and implementation; the potential impact of project and non-project assistance on development; USAID contracting mechanisms and regulations; USAID Procurement Reform initiative and the formulation of development policies, strategies and methodologies in community development.

Strong analytical and writing skills and teaching skills are required as is experience in financial management of activities. The candidate must be able to draft concise, informative reports and briefing materials, talking points on financial subjects with short lead-times.

Demonstrated ability to work within a team framework and positive interpersonal skills are required, including demonstrated ability to communicate and negotiate with tact and diplomacy with a variety of individuals in a complicated political context. Proficiency in the use of word processing "Word" and spreadsheet software, "Excel", Microsoft Office.

Ability to prepare and present analyses and recommendations clearly in both written and oral formats (in French and English). Management skills are desirable.

15. POSITION ELEMENTS:

Supervision Received:

The Controller has over sight and is responsible for the annual evaluation; however day-to-day supervision is provided by the Chief Accountant located in Guinea.

Supervision Exercised:

None envisioned at this time

Available Guidelines:

USAID Automated Directive System, the Foreign Affairs Manuals and Handbooks, Federal Travel Regulations, Inspector General audit guidance, the Foreign Assistance Act, Office of Management and Budget (OMB) circulars, Mission Orders and Mission Notices, USAID intranet.

Exercise of Judgment:

A high level of independent judgment is required. The Financial Analyst represents the Controller and the Mission when working with the partners and thus, must maintain the appropriate protocol associated with such a position.

Authority to Make Commitments: None

Nature, Level, Purpose of Contacts:

Direct contact with mid to high level officials of the host governments, partners, clients, activity managers, Chief of Parties under USAID contracts and USAID staff in the Guinea and Sierra Leone missions as well as in the support offices located at other USAID regional offices.

Time Required to Perform Full Range of Duties after Entry into Position:

Six to 12 months, depending on experience.

Post Entry Training:

ADS, USAID Handbooks, Standardized Regulations, Mission Operation Manual, Phoenix User Manuals

a. Travel:

Travelling within Guinea and to Sierra Leone on a frequent basis to support activities as well as infrequent travel to Dakar, Senegal.

16. INSTRUCTIONS TO APPLICANTS:**A) APPLYING**

For applicants to be considered for this position the following guidelines will be adhered to and forms completed, signed and submitted, to allow the evaluation committee to thoroughly and objectively review your application vis-a-vis the requirements of the position.

- i). Marking Applications:** To ensure consideration of applicants for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter, as well as using the address/delivery point specified in this solicitation.
- ii). CV:** An up-to-date curriculum vitae (CV) or resume. Your CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Applicants are encouraged to write a brief appendix to demonstrate how prior experience and/or training addresses the minimum qualifications and evaluation criteria set forth in the solicitation.

- iii). **Form AID 302-3 OR DS-174**: The submitted form **must** be signed and completed as much as possible and may reference the CV/resume for a greater detailed explanation of work experience rather than repeat it in the form AID 302-3. Form AID 302-3 is available on USAID Website <http://www.usaid.gov/forms>

Form DS-174 can be found at: http://conakry.usembassy.gov/job_opportunities.html

- iv). **References**: Three (3) to five (5) references, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about your past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's cover letter. The interviewing committee will delay such reference check pending communication with the applicant.

- v). **Posting address**: Completed package Applications should be sent **electronically** to Conakrypscjobs@usaid.gov or ConakryHR@state.gov.

17. SECURITY AND MEDICAL CLEARANCES

- i). **Medical Clearance**: Prior to signing a contract, the selected individual and eligible dependents will be required to obtain a medical clearance or waiver for the country of performance specified. Instructions for obtaining the medical clearance will be forwarded to the selected individual once negotiations have been concluded.
- ii). **Security Clearance**: Prior to signing a contract, the selected individual will be required to obtain a Security Background Check. This temporary security clearance will be requested while a personal background investigation is conducted. Instructions for obtaining the security clearance will be forwarded to the selected individual once negotiations have been concluded.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Guinea 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. USAID/Guinea 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.