

U.S. MISSION CONAKRY- GUINEA
ANNOUNCEMENT NUMBER: 2016-013A

David W. Simpson /Management Officer

Open to: ALL INTERESTED CANDIDATES/ALL SOURCES
Position: CDC PUBLIC HEALTH SPECIALIST (Finance) FSN-9*
Type of hire: Fixed Term Not to Exceed 2 years from the date of
employment
Opening date: April 20, 2016
Closing date: May 04, 2016
Work hours: FULL-TIME; 40 HOURS/WEEK

SALARY: * Ordinarily Resident (OR) in Guinea: **106,657,658 * GNF P.A.** (position grade FSN-9*)

*IF CANDIDATE IS A "NOR" CANDIDATE OR "AEFM" CANDIDATE, PLEASE CONTACT HR FOR ADDITIONAL INFORMATION ON COMPENSATION

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

The U.S. Embassy in Conakry, Guinea is seeking an individual for the position of CDC PUBLIC HEALTH SPECIALIST (Finance)

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.**

THERE IS NO FEE WHATSOEVER TO SUBMIT AN APPLICATION.

CONTACT THE HUMAN RESOURCES OFFICE AT EXT 4178/4458 FOR ANY PROBLEM ENCOUNTERED WHEN DROPPING OFF YOUR APPLICATION.

PLEASE NOTE THAT DUE TO THE HIGH NUMBER OF APPLICATIONS; 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.

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 of 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 interpersonal 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.

HOW TO APPLY

Interested candidates for this position must follow the instructions for completing the application form (pages 7-12 of the DS-174 form) and submit the following for consideration:

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; **plus**
3. The **supportive document including starting and end dates** for the: Education, Working experience, and skills and abilities that addresses the qualification requirements of the position as listed above.

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

As of April 1, 2014, any U.S. veteran who accepts a locally recruited position abroad may not invoke this preference again with the same agency at the same post. Exception: Any preference-eligible veteran employed before April 1, 2014 may invoke the Veteran's Hiring Preference once more with the same agency.

SUBMIT APPLICATION TO

Physically at :CDC OFFICE

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CDC-GUINEA
Immeuble IFES (Ancien USAID)
Juste à coté de la Clinique Ambroise Pare
Porte Verte, 2eme Etage Porte a Gauche
Conakry, Guinea Republic

Electronically at : ConakryHR-CDC@state.gov

POINT OF CONTACT

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

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CLOSING DATE FOR THIS POSITION: May 04, 2016

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.