EMBASSY OF THE UNITED STATES OF AMERICA

CONAKRY - GUINEA

VACANCY ANNOUNCEMENT

Richard Roesing, Management Officer

ANNOUNCEMENT NUMBER: 2014- 010

OPEN TO: **ALL INTERESTED CANDIDATES/ALL SOURCES**

POSITION TITLE: **FINANCIAL ANALYST ASSISTANT**

GRADE: **FSN 8**

ANNUAL SALARY RANGE: **GNF 45,676,114 to 68,514,176**

OPENING DATE: **May 12, 2014**

CLOSING DATE: **May 27, 2014**

WORK HOURS: **Full-time; 40 hours/week**

***The U.S. Embassy in Conakry is seeking an individual for the position of Financial Analyst Assistant for USAID*.**

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.

1. BASIC FUNCTION OF POSITION:

This position is located in the USAID/Guinea Office of Financial Management (OFM), but provides support to its sister mission, USAID/Sierra Leone, and interfaces with the regional support office, USAID/Senegal. The primary purpose of this position is (I) Assist FA in the day to day work activities (2) directly responsible for assisting in budget formulation, tracking of budgets, expenditures (3) conducts financial reviews and

assessments, follow up on recommendations (4) prepare pipeline accruals, analysis of partner financial information (5) provide back-up support to the payroll specialist. She or he will report directly to the Chief Accountant, who reports to the Regional Controller.

2. MAJOR DUTIES AND RESPONSABILITIES:

The incumbent will serve as an assistant to the FA and a member of the FM team. As part of this responsibility, she/he will receive; will perform the following procedures to ensure strong internal control of partner financial operations and ensure compliance with Agency regulations: (45%). This includes assisting and providing guidance to technical teams and other USAID staff in the preparation of MAARDS, project voucher review, accrual reporting and activity close-outs.

Prepare pipeline accruals and in-depth report and analyses for assigned activities.

The FINANCIAL ANALYST ASSISTANT will conduct limited financial review, pre-award surveys and follow up with recommendations to ensure they are addressed in a timely manner. Also perform analysis of program activities. The scope or work will be determined by the FAA direct supervisor in consultation with the Deputy Regional Controller and Regional Controller.

Under the direction of the FA provide training to contractors/grantees/host government officials on USAD financial requirements and procedures. Analyze financial progress of activities and provide suggestions and advise to follow up and track mission weaknesses.

Provide data to FA for coordination with M/CFO/W on various financial issues. Ensure that OFM's files meet Agency guidelines for financial document requirements as specified in ADS 630.3.1.

Assist with complex grantee/contractor/host country issues as it relates to reporting requirements, allowable cost, indirect cost calculation, etc. This includes processing program payments and analysis.

The incumbent will assist the Supervisor Voucher Examiner to obtain supporting documents needed to manage outstanding advances and to meet the requirements of the Improper Payment Act of 2002. This could also include other payment support when needed. (15%)

The incumbent will manage the Accounts Receivable documents and issue follow-up notices for delinquent demand notices and bills for collections. (10%)

The incumbent will search for and create innovative approaches to achieve efficiency and effectiveness to USAID Inspector general Auditors. (10%)

The incumbent will assist the Local Capacity Development team in strengthening and building the capacity of contractors/grantees and host country partners. (10%)

The incumbent will assist the FA in providing financial and management advice on a daily basis to the U.S. Embassy, donors and USAID staff and colleagues in Dakar, Washington (%)

Perform other related FM duties as assigned by the FA, Chief Accountant and Deputy Regional Controller. (5%)

3. DESIRED QUALIFICATIONS

Education: ((20%)

University degree in Accounting or Finance required. A Master's Degree in accounting/Finance/Management is also required.

Prior Work Experience:

Ten years of progressively responsible experience in financial management, accounting and auditing with the USG or international organization is required.

Post Entry Training:

PFA course, Mission Orders and Notices, and the USAID Intranet.

Language Proficiency:

French level IV is required. English language skills: Levels III speak and writing is required.

Knowledge required by the Position: (15%)

Demonstrated proficiency in the use of word processing, "Word" and spreadsheet applications, "Excel, "is required. Auditing, budgeting, and financial reporting; general fund accounting and financial management percepts are required. It is preferable that knowledge and experience including, the legal regulatory framework for USG assistance programs, USG policies and procedures governing program selections and program design, review, approval and implementation. Strong analytical and writing skills and teaching skills are required as is experience in financial management activities. The candidate must be able to draft concise, informative reports and briefing materials, talking points on financial subjects with short lead-times.

Skills and Abilities:

Demonstrated ability to work within a team framework and positive interpersonal skill are required, including ability to communicate and negotiate with tact and diplomacy with a variety of individual in a complicated context. Proficiency in the use of "Word" and spread sheet software, "Excel", Microsoft Office and Power Point desired.

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

TOTAL: 100

SELECTION PROCESS

ADDITIONAL SELECTION CRITERIA

1. USAID 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 DS -174 (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 Office
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: MAY 27, 2014

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.