

EMBASSY OF THE UNITED STATES OF AMERICA

CONAKRY - GUINEA

VACANCY ANNOUNCEMENT

Eric Lee, A/Management Officer

ANNOUNCEMENT NUMBER: 2013-034B

OPEN TO: ALL INTERESTED CANDIDATES/ALL SOURCES

POSITION: FINANCIAL ANALYST
FSN-11*

OPENING DATE: DECEMBER 26, 2013

CLOSING DATE: JANUARY 16, 2014

WORK HOURS: FULL-TIME; 40 HOURS/WEEK

SALARY: * LCP: 96,409,500– 144,614,254 * GNF P.A.
(POSITION GRADE: FSN-11)

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.

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

BASIC FUNCTION OF POSITION

The USAID/Guinea Office of Financial Management (OFM) provides accounting and financial management services for the Conakry Mission and the USAID bilateral program in Sierra Leone. For USAID/Guinea, the Controller's office manages a portfolio in excess of \$16 million in program funds for Natural Resource Management, Family Planning and Health, Basic Education, Democracy and Governance, P.L. 480 Title II, Office of Foreign Disaster Assistance programs, and an Operating Expense (OE) budget in excess of \$2 million. The Controller's Office for USAID/Guinea is also the accounting station for the American Embassy's Self-Help (E-SH) and Democracy & Human Rights Fund (DHRF) in Conakry which currently totals in excess of \$132,000 annually. Also, the USAID/Guinea Controller's office is directly responsible for the execution and oversight of project accounting in Freetown, Sierra Leone with a current portfolio of \$2 million. The Controller's office is also responsible for managing some financial aspects of the OTI, OFDA, and FFP programs, and serves as the Accounting Station for (E-SH) \$50,000 and (DHRF) \$60,000 for the American Embassy in Freetown, Sierra Leone.

MAJOR DUTIES AND RESPONSIBILITIES:

This is a non-supervisory Financial Analyst position in OFM/Conakry. This position is supervised by the Controller. The incumbent reviews and analyses all grants or other activity proposals being considered by the General Development Office. The incumbent serves as the audit manager, as such, develops scopes of work for financial audits, backstops audit teams, works with the General Development Office Activity Managers to bring audit recommendations to closure, and works with the Office of Financial Management to facilitate the timely payment and accounting processes and to resolve problems or issues. The incumbent is also responsible for managing USAID-Guinea local currency trust funds and follow-up on USAID/Guinea NPD loans.

The Financial Analyst, serving as the General Development team member, will provide financial management advice and support to the assigned General Development Office with a focus on the Mission's core values (Customer Focus, Results Orientation, Empowerment & Accountability and Teamwork).

A. The FA will assist in the development of solid financial plans for all new and modified activities. With respect to new designs, the FA's will ensure that the Controller is fully aware of planned implementation/financing methods as the design develops so that final clearance can be quickly obtained.

The FA will advise the General Development Office on the on-going financial management of all activities in the Development Office's portfolio,

consistent with the activity design and implementation plan and in conformity with the ADS. This will include:

- Providing funding information and assisting in the preparation of budgets for all financial documents; i.e. MAARDS, budgets in implementing instruments, cost analyses, Assistance Agreement budget amendments, personnel contracts, technical assistance contracts, etc.
- Reviewing and clearing all implementing documents, such as Grant Agreements, Contracts, Implementation Letters, and Requests for Proposals and other similar documents for reasonableness, accuracy and compliance to reporting requirements.
- Presenting a quarterly financial status report of sub-commitments, sub-obligations and disbursements for all on-going activities in the portfolio and highlighting financial management issues that should be addressed by the General Development Office, including anticipated financing requirements and projected pipelines. Providing meaningful information from USAID's official accounting records and other special financial analyses as requested by Activity Managers.
- Conducting pre-award administrative capability assessments and periodic financial reviews of recipient organizations to ensure good financial management practices are being followed. Making formal recommendations for improving internal financial management and internal control systems in recipient organizations. Identifying the need and arranging for customized technical assistance to improve grantee financial management capabilities.
- Preparing an Annual Audit Plan for the portfolio, including information on the nature of the recipient organizations, projected annual disbursements, type of commitments, special audit concerns, and the type of audit required (Recipient Contracted, Non-Federal or Performance). Preparing scopes of work for financial assessments, financial reviews and/or audits by external CPA firms of proposed or current recipient organizations.
- Assisting the Activity Managers in the following (primary responsibility still rests with the Activity Manager):

The preparation and/or review of the Annual Implementation and Financial Plans for recipient organizations; the preparation of the quarterly accruals; timely follow-up and closure of audit recommendations; timely close-out of obligations, sub-commitments and sub-obligations under implementation instruments; review of vouchers submitted by contractors and other implementing partners; analysis of the appropriateness of funds request (cash flow analysis) from recipients; reviewing the accuracy and timeliness of the grantee financial reports; monitoring the Host Country Contribution

requirements and documentation; other financial management assignments as required (e.g., USAID/W audits).

- Build the capacity of grantees and implementing organization based on capacity assessment by working hand in hand with the implementing organization.

The FA will work with the Chief Accountant to ensure the timely processing and posting of financial transactions in the Phoenix accounting system and will take the lead on other financial management issues such as:

- Resolving voucher inquiries and payment related issues.
- Analyzing historical financial information and pipelines.
- Facilitating required OFM clearances on all documents.
- Providing the team a monthly update on the status of outstanding audit recommendations.
- Arranging for an alternate representative during extended periods of leave.
- Resolving outstanding advances to grantees.
- Entering quarterly accruals for the teams.

B. The incumbent may be asked from time to time to assist on other special assignments identified by the Controller based on Mission priorities and needs.

B QUALIFICATIONS REQUIRED

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

a. Education:

Possession of University degree in accounting, finance or business administration, or its equivalent (i.e., at least 4 years of formal training) in type, level of responsibility, scope and thoroughness in advanced public or private business management or accounting practice is required. (20 points)

b. Prior Work Experience:

Three years progressively responsible experience in financial management, accounting, or audit is required. (30 points)

c. Language Proficiency:

Level IV English and French ability (fluent) is required. Skill in writing English is particularly important for technical reports. (10 points)

d. Knowledge, Skills and Abilities:

A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of government and business financial accounting, budgeting and reporting is required. A thorough knowledge of laws, regulations, and procedures associated with AID financial management is also required. A thorough knowledge of how AID activities are designed, developed, implemented, and evaluated is essential. (20 points)

Incumbent must have the ability to detect the financial strengths and weaknesses of activities. Must be able to make independent judgment on institutional capabilities and the adequacy of accounting system and controls. Must understand the Agency's integrated accounting system and be proficient at extracting financial information for use in management reports. Must be proficient in the design and use of complex electronic spreadsheets and in the use of word processing software. Must be able to develop and maintain contacts with high-level officials of Host Country institutions selected to implement the activities. Must be able to collect and present facts and recommendations in a clear, concise manner, both orally and in writing. The incumbent must be a service-oriented team player with sound interpersonal skills, be able to communicate effectively and maintain cordial working relations with American and FSN colleagues, representatives of NGO, host country and international entities and be able to deal with the public in an informative, direct and nonabrasive way on delicate issues. (20 points)

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 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: JANUARY 16, 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.