



USAID ANNOUNCEMENT NUMBER: 159-2013

OPEN TO : All Interested Candidates/All Sources
POSITION : [Financial Analyst -FSN-11](#)
OPENING DATE : July 26, 2013
CLOSING DATE : August 9, 2013
WORK HOURS : Full-time; 40 hours/week

The U.S. Embassy in Port-au-Prince is seeking an Individual for employment in country for the position of Financial Analyst.

BASIC FUNCTION OF POSITION: *The incumbent serves as the Financial Analyst for the Strategic Objectives consisting of several activities and Financial Advisor to USAID/Haiti for all aspects of Program Budgeting, Accounting, Reporting, Internal controls, financial procedures development and implementation and Audit management. With its post-earthquake reconstruction program, USAID/Haiti is one of the largest and most diverse Missions of the Latin American and Caribbean Countries (LAC) region with an annual OYB in excess of \$250 million and a pipeline of \$700 million. The incumbent serves as a subject matter expert in financial management and provides financial policy guidance to USAID/Haiti, other US Agencies, the Government of Haiti, other donors and NGOs/Contractors community.*

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: pappersonnel@state.gov

QUALIFICATIONS REQUIRED:

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

1. *College degree (minimum BS/BA) with a concentration in Finance or Accounting is required.*
2. *A minimum of five years of professional accounting and financial analysis experience, preferably with an American or international development organization is required.*
3. *Level IV (Fluent) in English, French and Creole is required.*
4. *Must have a comprehensive and thorough knowledge of U.S. or International financial and accounting principles, standards, theories, practices, procedures, and demonstrated managerial skills and analytical decision making. In depth knowledge of policies and procedures related to budget, internal controls, USG auditing standards and financial management systems. Knowledge and understanding of Haitian Government Systems is required.*

SELECTION PROCESS

It is essential that the candidate specifically address the required qualifications above in the application.

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 or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application.**

- A.** Position Title
- B.** Position Grade
- C.** Vacancy Announcement Number (if known)
- D.** Dates Available for Work
- E.** First, Middle, & Last Names as well as any other names used
- F.** Date and Place of Birth
- G.** Current Address, Day, Evening, and Cell phone numbers
- H.** U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I.** U.S. Social Security Number and/or Identification Number
- J.** Eligibility to work in the country (Yes or No)
- K.** Special Accommodations the Mission needs to provide
- L.** If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M.** Days available to work
- N.** List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O.** U.S. Eligible Family Member and Veterans Hiring Preference
- P.** Education
- Q.** License, Skills, Training, Membership, & Recognition
- R.** Language Skills
- S.** Work Experience
- T.** References

SUBMIT APPLICATION TO

Human Resources Office

American Embassy, P-au-P, Haiti, P.O Box 1761

Ref.: Financial Analyst

Universal Application for Employment (UAE) form: <http://photos.state.gov/libraries/haiti/231771/PDFs/ds-174application-form.pdf>

E-Mail: pappersonnel@state.gov

CLOSING DATE FOR THIS POSITION: **August 9, 2013**

The US Mission in Port-au-Prince 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.

CLEARED BY : _____
Joel Laroche, Supervisory Financial Analyst

FUNDS AVAILABILITY : _____
Beatrice Young, Chief Accountant (USAID)

APPROVED BY : _____
Jusuf Fuduli, Acting Executive Officer (USAID)

: _____
Robert Young, Human Resources Officer