Vacancy Announcement

for

U.S. Embassy, Baghdad

ANNOUNCEMENT NUMBER: TCN 12-01

OPEN TO: Third Country Nationals Only

POSITION: Budget Analyst; FSN-9

OPENING DATE: Feb 22, 2012

CLOSING DATE: March 6, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: $29,900 per annum (Plus 35% Differential of basic salary; 15% of basic salary for Unique Conditions of Work Allowance) **Paid in US Dollars**.

LENGTH OF HIRE: 1 - 5 years (1 year with 4 optional years)

The U.S. Embassy in Baghdad is seeking an individual for the position of Budget Analyst in the Financial Management Office of U.S. Embassy Baghdad.

BASIC FUNCTION OF POSITION

Position encompasses budget analysis for State Program (DCP), ICASS (International Cooperative Administrative Support Services) and Public Diplomacy; assists the Financial Management Officer with the composition of the State DCP and ICASS budgets. As the Senior Accountant the incumbent is responsible for the entire spectrum of accounting duties for the aforementioned entities. Position also carries responsibility for accounting duties for all other state accounts and serviced agency allotments held at Post. Other main responsibilities of the position include processing all incoming SF-477's, acting as Accounting Liaison with the Global Financial Service Center (GFS) in Charleston, maintaining Post's account receivables and providing monthly reports on the status of amounts owed.

The Universal Application Form, TCN program benefits and FAQs can be found at:

http://iraq.usembassy.gov/hr_tcns.html

QUALIFICATIONS REQUIRED

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

1. Bachelor's Degree in accounting, finance, banking, economics or business is required.

2. Three years of progressively responsible experience in accounting or auditing with a medium to large sized organizations' financial management office or accountancy or consultancy firm is required.

3. Level IV (Fluency) Speaking/Reading/Writing in English is required
   (English language will be tested).

4. Prior work experience in budget preparation, drafting, execution, analyses of budget versus actual costs and variances, and mid-year budget revisions/updates.

5. Thorough knowledge of appropriation, allotment bookkeeping, accounting procedures related to maintaining, reconciling and closing accounts, disbursement, operating computerized accounting and reporting systems is required.

6. Efficient in all Microsoft Office applications as well as general computer usage; the ability to utilize the Share Point website and work with Excel; analyze the interrelationship of accounts that are affected by varied transactions, documents, accounting codes, structures and procedures for setting up and liquidating obligations.

SELECTION PROCESS

It is essential that candidates address the required qualifications above in the application to meet the required qualifications.

TO APPLY

Applicants for this position must submit the following information:

1. Universal Application for Employment DS-174, as a Third Country National (TCN);

2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION THROUGH THE FOLLOWING LINKS

1. TCN Sharepoint Website for Department of State **Intranet** Users: http://baghdad.state.gov/sites/HR/public/TCN/Pages/default.aspx

2. **Internet** Users: http://iraq.cms.getusinfo.com/hr_tcns.html

FOR INQUIRIES PLEASE EMAIL

TCNISUAmman@state.gov

POINT OF CONTACT

Telephone: (962) (6) 590-6832 / 590-6828
FAX: (962) (6) 5906869

CLOSING DATE FOR THIS Vacancy Announcement: March 6, 2012

The U.S. Mission in Baghdad 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.

Approved: AMEveritt, ISU/HRO
Cleared: JMartin, Baghdad DFMO
Drafted: Aaliah, ISU/HRO

Appendix A

DEFINITION

A third-country national (TCN) is an individual who meets the following criteria.

(1) Is neither a citizen of the United States nor of the country to which assigned for duty.

(2) If employed, is eligible for return travel to the TCN's home country or country from which recruited at U.S. Government expense.

(3) Is on a limited appointment for a specific period of time.

(4) Encumbers a direct-hire, personal service agreement (PSA) FSN position covered under the TCN local compensation plan. Such an employee normally is recruited from outside the host country and relocated from the point of recruitment to the host country. The return travel obligation assumed by the U.S. Government may have been the obligation of another employer in the area of assignment if the employee has been in substantially continuous employment which provided for the TCN's return to home country or country from which recruited.

Hired TCN Staff are considered separate from the Locally Employed Staff (LES) because they have separate Local Compensation Plan and nationalities. Candidates are expected to be employed at the U.S. Mission in Iraq from one to five years.

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information which equates to the information found on the DS-174.

Failure to submit the required information may result in the applicant not being considered for the vacancy.

A. Position Title
B. Position Grade
C. Vacancy Announcement Number (see top of page)
D. Dates Available for Work
E. First, Middle, & Last Names as well as any other names used
F. Current Address, Day, Evening, and Cell phone numbers
G. Permanent U.S. Resident (Yes or No; if YES, provide number)
H. U.S. Social Security Number and/or Identification Number
I. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
J. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
K. Days available to work
L. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
M. Education
N. License, Skills, Training, Membership, & Recognition
O. Language Skills
P. Work Experience
Q. References

Budget Analyst Capsule Position Description FSN - 9

The incumbent is directly responsible for the full range of budget activities that may include State DCP, ICASS, Public Diplomacy and Representation. The incumbent assists the Regional Security Office (RSO) and Overseas Building Operations (M/OBO) Facility Manager with preparation of their respective budgets. Annually develops the initial budget for each assigned allotment and provides detailed justifications and analyses. The employee analyzes and recommends the priority of the allocation of funding received from the Department down to the function and object/sub-object levels when the amount allotted does not equal the amount requested in the fiscal year's initial budget request. Furthermore, the incumbent oversees all managerial cost accounting activities required under ICASS and with State Program in relation to Post's Financial Plans (depends on assigned portfolio). The incumbent also provides financial analysis as well as internal auditing for various financial and managerial budgeting. The incumbent carries out the full range of accounting duties for allotments held at post. These accounting duties include, but are not limited to, giving advice on allotments, developing fund cites, petty cash and recurring obligations, reconciliation of amounts liquidated versus obligated versus budgeted, maintenance of official records, budget formulation and purchase card accounting.