

Vacancy Announcement

for U.S. Embassy, Baghdad

ANNOUNCEMENT NUMBER: TCN 12-06

OPEN TO: Third Country Nationals Only

POSITION: Voucher Examiner//Class B Cashier; FSN-7

OPENING DATE: July 8, 2012

CLOSING DATE: July 21, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: \$22,539 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)

U.S. Embassy in Baghdad is seeking an individual for the position of Voucher Examiner in the Financial Management Office of U.S. Embassy Baghdad.

BASIC FUNCTION OF POSITION

The incumbent performs duties of Voucher Examiner and Alternate Class B Cashier. As a Voucher Examiner the incumbent is responsible for examining a variety of routine to complex payment vouchers. The incumbent contacts vendors, Embassy personnel as necessary to obtain additional information needed to process a claim that is not included in the attached documentation. The incumbent assumes cashier function during unplanned absence of Class B Cashier and confers with cashier on interpretation regulations and applications related to handling money advanced by United States Disbursing Office (USDO). The incumbent assumes full accountability during unscheduled absence of Principal Cashier. The incumbent assumes complete cashier's duties on operations in various locations throughout Baghdad, Iraq.

A copy of the complete Capsule Position Description listing all duties and responsibilities is available at:

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

QUALIFICATIONS REQUIRED

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

1. Two years of college or university studies, in Accounting, Finance or related field is required.
2. Prior work experience of no less than two years in voucher examining, bookkeeping, or accounting work is required.
3. Level III (Good Working Knowledge) speaking/reading of English is required.
4. Thorough knowledge of the principles, processes, and applications of vouchering and cashiering functions is required.
5. Ability to analyze and evaluate complex payments. Ability to perform in a Microsoft Windows environment-Word and Excel are required. The ability to communicate orally in a diplomatic manner when dealing with customer clientele. Ability to communicate and coordinate with Embassy and outside officials at all levels. Excellent interpersonal skills. Ability to work under pressure to meet specific deadlines. Excellent organizational and customer service skills.

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: July 21, 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: MBruni, ISU/HRO
Cleared: JMartin, BGD/FMO
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

Voucher Examiner Capsule Position Description FSN – 7

The incumbent is responsible for the prevention of improper or duplicate payments, and is also responsible for timely payment to avoid any interest charges due to the Prompt Payment Act. The broad categories of vouchers processed are miscellaneous vendor payments, contracts, shipping, lease payments, grants, official residence expenses (ORE), education and representation. The incumbent must have knowledge of the requirements and forms for processing miscellaneous vendor payments, contracts, travel, International shipments, rents, PD grants, official residence expense (ORE), education, representation, and petty cash vouchers. Additionally, the incumbent processes and resolves possible questions raised by Post Support Unit (PSU). The incumbent maintains Baghdad Voucher tracking program with several thousand records. The voucher examiner also acts as the Financial Management Office point of contact (POC) for individuals completing the Check-In /Check-Out process and Danger Pay Memo Certifications. Finally, the incumbent will also serve as the Alternate Class B Cashier when the Primary Class B Cashier is on excused absences.