

# VACANCY ANNOUNCEMENT

**SOLICITATION NUMBER:** USAID/Jordan-EXO-13-014

**OPEN TO:** All interested Current Employees of the Mission

**POSITION:** Voucher Examiner  
Financial Management Office

**OPENING DATE:** December 05, 2013

**CLOSING DATE:** December 18, 2013

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

**ANNUAL BASIC SALARY:** (Min. JD12,380 – Max. JD20,427)  
Position Grade Level 08

**PLACE OF PERFORMANCE:** Amman, Jordan

**NOTE:** ALL NON-JORDANIAN APPLICANTS MUST PROVIDE THE REQUIRED RESIDENCY AND WORK PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

USAID/Jordan has an immediate vacancy for a Voucher Examiner for the Financial Management Office. This is a Personal Services Contract (PSC) position, grade FSN-08. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. The qualified selected candidate(s) may be employed at a trainee level until reaching the position's full performance level.

Applicants who do not meet the minimum number of years of experience may also be considered only after it is determined that there are no other qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-08 level.

USAID/Jordan may select more than one candidate with this solicitation.

## **Basic Function:**

The incumbent is responsible for executing timely and accurate payments to USAID contractors, grantees and other claimants (including local vendors and USAID employees). In carrying out these duties, s/he receives and reviews invoices and claims, posts disbursement accounting entries to the financial management system, and prepares and transmits electronic files to the needed Financial Services Centers. The incumbent reviews and analyzes payment requests submitted to USAID/Jordan and

resolves any issues discovered during the voucher examination process. This position also assists with the oversight of the document imaging operations of the Financial Management Office (FMO).

### **Major Responsibilities:**

The incumbent examines invoices to ensure conformance with the terms of the original contract or authorization as well as pertinent USAID and United State Government (USG) regulations. S/he works independently with only general direction and guidance from the Supervisory Voucher Examiner and either the Chief Accountant, Controller, or Deputy Controller. The incumbent recommends disallowances, when appropriate, for ineligible payment requests or lack of supporting documentation. S/he must be very knowledgeable in the use of financial management and payment tracking systems. The incumbent also ensures that established controls to prevent duplicate payments are effectively working.

The incumbent is responsible for logging invoices and claims into the official Financial System. S/he acts as the primary executor for the document imaging operations of the FMO. This involves assuring that payments and other related documents are scanned and electronically filed using the Mission's optical imaging software. The incumbent liaises with other offices in the Mission to ensure that other financial documents are appropriately scanned and linked to FMO electronic files.

S/he acts as the Mission's primary Travel Authorization estimation expert, in addition to processing travel vouchers. This requires a full and complete knowledge of all applicable USG travel regulations. As the Mission's travel voucher expert, the incumbent is to be fully versed in the operation of the Agency voucher preparation software package.

The incumbent performs miscellaneous duties: (a) prepares electronic payment files to disbursing officers requesting payments for certified vouchers; (b) posts accounting details to the financial management system for client posts where a payment tracking system is not utilized. (c) communicates both orally and in writing with vendors and USAID employees to provide guidance, interpret USAID's voucher examination requirements and, when required, requests additional information regarding proposed payments; and (d) performs payroll data input, reconciliation, and prepares required forms from disbursing offices input for USAID/Jordan.

### **Minimum Qualification Criteria:**

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submission fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted.

## Qualification Criteria:

1. A Bachelor's degree in Accounting, Finance, Public Administration, Economics or Business Administration is required.  
**Supporting documentation (i.e. a copy of bachelor's degree certificate) must be included in the application for eligibility purposes.**
2. Three years of experience in voucher examination or accounting is required.
3. Level IV in both written and spoken English and Arabic is required. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. Examination scores have to have been recorded within the last six months; or the candidate will be tested again.
4. Skills & Abilities:
  - a. Must have demonstrated ability to identify applicable regulations, interpret complex, technical regulations, and apply these regulations to a variety of situations, including voucher examination.
  - b. Must have demonstrated ability to read, interpret and apply provisions of contracts and make a determination as to whether there is a USG obligation and a legitimate basis of disbursement of government funds, with minimal supervision.
  - c. Must have demonstrated the ability to possess considerable skills in articulating complex issues orally and in writing to explain disallowance of claims, and to describe alternative or hypothetical conditions.
  - d. Must have demonstrated expert knowledge of the entire MS Office application suite (Word, Excel, Access, Outlook and PowerPoint).

## Selection Process:

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be given a technical test. The technical test will be on any of the criteria previously mentioned and top-ranked applicants will be invited for an interview. Testing and interviewing will be conducted in Amman, Jordan. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Current internal Mission employees must have completed 52 weeks of employment in their current position before being eligible to apply. Current internal Mission employees serving a probationary period are not eligible to apply.

Interested applicants for this position should submit the below listed forms electronically to: Email: [usaidemployment@state.gov](mailto:usaidemployment@state.gov)

- A. Complete Universal Application for Employment (DS-0174); plus
- B. A current resume or curriculum vitae; plus
- C. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

Note: Application forms can be accessed from the Embassy web site:  
[http://jordan.usembassy.gov/job\\_opportunities.html](http://jordan.usembassy.gov/job_opportunities.html)

**Benefits and Allowances:**

As a matter of policy, and as appropriate, a Foreign Service Personal Service Contract holder is normally authorized the following benefits and allowances:

- Transportation & Miscellaneous Allowances
- 13<sup>th</sup> & 14<sup>th</sup> Month Bonuses
- Jordanian Social Security
- Mission Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

**Point of Contact:**

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6605/6117.