



USAID | SOUTH SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-13-09(Juba)

OPEN TO: All interested and qualified South Sudanese nationals. Current mission employees serving a probationary period are not eligible to apply.

POSITION: Program Budget Specialist

OPENING DATE: Monday: June 26, 2013

CLOSING DATE: Friday: July 19, 2013 - max. 4:30 p.m.

WORK HOURS: Full-time; 40 hours/week

POSITION GRADE: FSN-10

Although the position is classified at the FSN-10 level, due to mandatory training, and understanding of specific regulations required for this position to perform at the full performance level, the incumbent selected will be hired at the FSN-9 level. Promotion to the position grade will depend upon the successful completion of the trainings and performing at the full performance level.

The United States Agency for International Development (USAID) South Sudan is seeking applications for the position of Program Budget Specialist in the Program Office.

JOB SUMMARY:

The Program Budget Specialist works in the Mission's Program Office and reports to the Supervisory Program Officer or his/her designee. He/she is a member of the Program Office team and Mission staff. He/she assists the Program Officer to manage the Mission's annual program budget. The Program Budget Specialist supports the Program Officer with the following: coordinating the budget with senior Mission staff; providing budget information to technical team members; requesting the allowance of funds from Washington; reviewing the accuracy of funds committed internally; preparing justification memos on intended use of funds; preparing Congressional Notifications and budget justifications for Washington; developing the Mission's annual budget documents requesting each year's funds; ensuring ongoing accuracy in all internal and outgoing budget-related materials; and ensuring Mission compliance with the USAID Automated Directives System (ADS) on all of the above. S/he will also be assigned other specific tasks critical to planning, execution, management, and tracking of the South Sudan program.

This position is a mid-level FSN position with responsibilities that are complex, multi-sectorial and mission-wide for achieving results as a related to core Program Office functions. For example, the budget specialist is integral to resolving problems related to the obligations against an annual year budget of approximately \$300 million US dollars.

Program Office work is high volume, fast-paced, highly visible and critical for the overall reputation of the Mission. The Program Office carries out a variety of analytical, reporting and program tasks and produces high quality products within short time frames. Program Office staff members have to be

flexible, able to work under pressure, personally responsible for the quality of their work and that of others, and effective team players.

EDUCATION: (10) B.A. or equivalent degree in relevant subject area (e.g., mathematics, business, finance, accounting, economics, or public administration).

EXPERIENCE: (20) Five to seven years of progressively responsible experience in development-related project budgeting required. Experience working for an international organization, with a significant amount of that experience gained from working in developing countries, is preferred.

LANGUAGE: (10) Level 4 (fluent) in spoken and written English. Fluent Arabic is required. The ability to effectively communicate in any of the local South Sudanese tribal dialects is desirable.

KNOWLEDGE, SKILLS AND ABILITIES: (60) The candidate should have strong analytical capabilities, careful attention to detail, and accuracy in budget planning. S/he should have strategic thinking skills with the ability to link the qualitative aspects of projects/programs to the quantitative aspects of the budget, which is important in planning and justifying funding requests. The candidate should demonstrate the ability to work independently as well as cooperatively and work well under pressure. Discretion and tact are helpful qualities. Strong verbal and written English skills are required. Superior skill using Microsoft Excel spreadsheets is essential and required in order to accomplish everything outlined above. Experience writing formulas and creating pivot tables is strongly preferred. Experience with PowerPoint presentations, Word documents, and Access databases are helpful.

COMPENSATION PACKAGE

Position Grade Level: FSN-10. This position is classified at the FSN-10 level, due to mandatory training, and understanding of specific regulations required for this position to perform at the full performance level, the incumbent selected will be hired at the FSN-9 level.

Starting salary and grade will be determined on the basis of qualifications, work experience and/or previous/current salary history. The salary range for this position is \$17,903 - \$26,855. In addition there are various allowances amounting to approximately 35% of the salary. For this position the allowance range is \$4,955.2 - \$6,002.2 as per the current U.S. Government Local Compensation Plan for South Sudan.

HOW TO APPLY

Applicants are required to submit an application package on the attached Employment Application Form along with a cover letter of interest, which clearly describes individual's qualifications for this position, and their CV to USAID by email to: jubahr@usaid.gov OR deliver one copy to: USAID/South Sudan, Juba. Applications Box is outside Consular Entrance. The DS 174 form is available on US Embassy web site:

http://southsudan.usembassy.gov/job_vacancies.html

Required Documents:

1. Cover Letter of Interest (including vacancy # of the position)
2. An updated Resume/C.V.
3. USAID Application Form (to be filled out completely)

Note:

- Only short-listed candidates will be notified.
- This vacancy is only open to nationals of South Sudan.
- **Application submissions without the required USAID Employment Forms and supporting documents will not be considered.**
- In-house candidates are required to submit a detailed C.V. and cover letter, and apply through their supervisors
- No in-person appointments or telephone calls will be entertained.

A strong and clear cover letter expressing reason for interest in the position and describing candidate's qualifications and contributions which they can provide to USAID operations are required. The successful applicant must be able to obtain and retain the required USG medical and security clearances. Applicants who do not provide the required documents stated above shall not be considered. Closing date for submission of applications is **July 19, 2013, at 1630 hrs.** Juba, South Sudan time. Please note that only short listed candidates will be contacted for an interview.

It is the policy of the United States government to ensure equal employment to all persons without regard to race, color, religion, sex, national origin, age, disability or sexual orientation.