

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 39/2014
OPENING DATE: 08/13/2014
CLOSING DATE: 08/29/2014
POSITION TITLE: Budget Analyst (Close-out Specialist), FSN-10* (Full Performance Level)
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID/Central Asian Republics (USAID/CAR), Almaty, Kazakhstan

MAJOR DUTIES: Under the direct supervision of the Supervisory Accountant, the incumbent has the duties and responsibilities that include but are not limited to:

1) **Project Close-Out Activities:** a) develops, monitors, maintains and updates database of all completed awards to monitor all stages of closeout process; b) develops a comprehensive understanding of the myriad of laws, regulations, procedures and authorities associated with USAID projects closeout process; c) directly communicates with Implementing Partners to secure documentation and/or information required to initiate the close-out process; d) follow-ups with relevant offices in Washington to steer finalization of Negotiation Indirect Cost Rate Agreement; e) coordinates with Acquisition and Assistance Office, technical offices and Strategy and Program Office to execute necessary USAID close-out actions; f) prepares required documentation for close-out, including obtaining appropriate approvals, ensuring all legal and procedural requirements are met and thereafter initiate de-obligation action; g) continuously tracks and monitors unliquidated balances in closed awards, by appropriation; h) responds to taskers from Inspector General's Office and USAID/Washington related to closed awards and expiring and cancelling funds; i) prepares special analysis and reports in response to various ad hoc requests; j) advises Senior Management and project management staff on appropriate close-out procedures, handling of expiring funding and host countries rules and procedures related to closing projects; k) regularly reviews and develops procedures for streamlining the closeout process to reduce processing times, improve productivity and optimize use of available funds.

2) **Program Support Budget:** a) coordinates with support, technical and country offices, and USAID/Washington to formulate an annual Program Support Budget to estimate and appropriately allocate sufficient funding for operational expenses and ensure timely obligation and appropriate charging; b) monitors and controls funds usage throughout the fiscal year; c) prepares an obligations management plan at the beginning of each fiscal year and periodically updates it throughout the year; d) leads annual Budget Formulation and Execution Management process, to forecast Mission's future years Program Support Budget needs; e) participates in the preparation and analysis of the quarterly pipeline reports, annual budget review reports and other reports to Washington and Mission Management in cooperation with Financial Analysts; f) performs other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- Education, skills and experience (60%):

*** Trainee Level (FSN-09):** University degree in accounting, finance, business administration or its equivalent. Minimum four years of progressively responsible experience in financial field closely related to professional financial management, budgeting, accounting, finance or auditing. Previous work experience with international organizations is preferable. A thorough knowledge and understanding of budgetary concepts, accounting principles, theories, practices and terminology. Strong analytical and decision-making skills, initiative and ability to work independently and collaboratively. A sound knowledge of computer software (e.g. MS Office applications, specialized programs, etc.) and electronic information handling. Practical knowledge of MS Office Excel-Macro Level /Access.

*** Full Performance Level (FSN-10):** Minimum qualifications at the Trainee Level, plus: Demonstrated proficiency with United States Government (USG)/USAID accounting and financial applications. Comprehensive knowledge of USG/USAID contracting and accounting regulations and policies, procedural and reporting requirements. Minimum two years of experience with a U.S. Government agency (preferably the USAID) financial administration, accounting, financial reviews, audit management, accrual development, analysis of development assistance activities (contracts and grants), as well as internal administrative processes. Knowledge of USG Financial Management Systems.

Candidates not meeting Full Performance Level (FSN-10) requirements will be considered and, if selected, hired at Trainee Level (FSN-09).

- Teamwork/Interpersonal and Communication Skills (30%): Excellent communication (both oral and written), presentation and interpersonal skills. Candidate must be highly organized, be strongly customer service oriented, and able to work under pressure.

- Language skills (10%): Level IV (Fluent – Oral and Written) English and Russian.

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Candidates for trainee levels and applications on file may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612; Fax: (7-727) 2507634; E-mail: almaexo_hr@usaid.gov by COB Friday, August 29, 2014. A copy of the Position Description is available in EXO/Personnel (ext 6353).

USAID/CAR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.