



United States Department of State

U.S. Embassy Pristina

EXTERNAL VACANCY ANNOUNCEMENT
01/2014

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: USAID FINANCIAL ANALYST
OPENING DATE: JANUARY 8, 2014
CLOSING DATE: JANUARY 22, 2014
WORK HOURS: FULL-TIME; 40 HRS/WEEK
SALARY: FSN-11(21,684.00 €)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

U.S. Embassy Pristina is seeking a qualified individual for the position of **FINANCIAL ANALYST** in USAID.

Implementation Analysis (65%)

- Conduct financial assessments and reviews of USAID partner government institution, grantees', and implementing partners' financial, accounting, internal control, and contracting capabilities and provide an opinion on the confidence to be placed on the grantees' ability to adequately safeguard U.S. funds and U.S. interests.
- Offer advice and recommendation to grantees to mitigate internal control risks and improve operational weaknesses.
- Follow up with grantees and implementing partners to ensure they have remedied any identified weakness or risks indemnified during financial assessments and reviews.
- As requested develop material and present financial best practices and U.S. Government regulations to new grantees and implementing partners during formal and informal training situations.
- Serve as the primary liaison between the USAID Controller Office and implementing partners, project officers, contractors, Government of Kosovo officials, etc. for all matters of mutual concern.
- Conduct organization capacity assessments of grantees and implementing partners in order to understand the areas where the organization can improve their operations.
- Build the capacity of grantees and implementing organization based on capacity assessment by working closely with the implementing organization.
- Assist in the preparation of statements of work for outsourced financial assessments, reviews, capacity development or other services for the benefit of the either the implementing partner and/or USAID/Kosovo.

Business Analysis (25%)

- Prepare useful and comprehensive accruals analysis for designated portfolio on at least a quarterly basis in accordance with agency and mission policy.
- Actively engage designated technical teams and/or assigned client missions on all development assistance issues including design, execution and close out activities.
- Review cost proposals and prepare cost effective analysis for proposals submitted by potential implementing partners to the designated technical team and/or assigned client missions.
- Prepare detailed pipeline analysis in accordance with agency and mission policy on a quarterly basis or when requested to enable critical analytic evaluation of funding requirements.
- Prepare ad hoc reports that will inform management decisions as requested.
- Actively participate in assigned technical team's portfolio implementation review development and presentation.

Conduct analysis and make recommendations with regard to the financial analysis sections of strategic objective design documents including financing methods and budgeting, strategic objective agreements, implementation letters, and other implementation and contracting instruments.

- Review strategic objective agreements, grants, implementation letters and other project implementation documents for internal consistency with general design, adequate coverage of financial and accounting concerns, and conforming to agency and mission policies and regulations.
- With the strategic objective team, monitor the financial and accounting performance of implementing partners.

Other (10%)

- Travel within Kosovo or internationally as business needs require.
- As requested, develop and present materials to in-country and global Agency financial management staff.
- Performs other tasks as requested by the incumbent's supervisor.

REQUIRED QUALIFICATIONS

Education: University degree in accounting, commerce, business administration, or similar fields is required. A master's degree or other post-graduate studies is highly desirable.

Prior Work Experience: A minimum of six years of progressively responsible professional experience in financial analysis, budgeting, auditing, and/or accounting required. USG financial experience in any of these fields is highly desirable.

Language Proficiency: Level 4 English & Albanian. (Fluency in read/write/speak)

Knowledge: Knowledge of professional accounting principles, theories, practices and terminology; as well as the principles and accepted practices of international and non-governmental and business institutions with regard to financing, accounting, budgeting and reporting.

Abilities and Skills: The candidate is required to have excellent analytical skills to assess the reliability and value of data which is obtained; ability to determine the financial strengths and weaknesses of implementing organization and to make independent judgments regarding the institutional capabilities and the adequacy of accounting systems and controls. The candidate is also required to have excellent interpersonal and oral and written communication skills to communicate clearly and effectively with external and internal clients at all management levels and financial knowledge levels. Excellent computer skills are required. Ability to work under high pressure and on conflicting/emergency work demands is highly desirable. Moreover, Creativity to proactively develop solutions to issues and in a constantly changing working environment.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budget in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current ordinarily resident employees with an overall summary rating of needs improvement or unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
4. The candidate must successfully pass a background investigation conducted by the Regional Security Office.

TO APPLY - Interested candidates for this position must submit the following for consideration of the application:

- 1)** Universal Application for Employment (UAE); **2)** A current resume or curriculum vitae that provides the same information found on the UAE; **3)** Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application; **4)** any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above; **5)** Copy of Kosovo ID or copy of Passport.

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

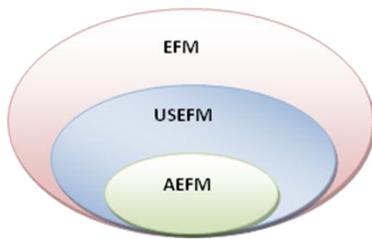
Hand deliver to:
HUMAN RESOURCES OFFICE
U.S. EMBASSY PRISTINA
RR. NAZIM HIKMET NR. 30
10000 PRISTINA, KOSOVO

CLOSING DATE FOR THIS POSITION: JANUARY 22, 2014 - BY COB (CLOSE OF BUSINESS)

The US Mission in Pristina 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.

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - US Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
 - Is a U.S. citizen; and

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).