

**U.S. EMBASSY KUWAIT  
VACANCY ANNOUNCEMENT NO. 003-14**

**OPEN TO:** ALL INTERESTED CANDIDATES

**POSITION:** BUDGET ANALYST  
FSN-405-9\*; FP-05 (steps 1 through 4)\*\*

**OPENING DATE:** February 11, 2014

**CLOSING DATE:** February 27, 2014

**WORKING HOURS:** FULL-TIME; 40 hours/week

**SALARY:** Full Performance Level:  
Not-Ordinarily Resident (NOR):  
US\$43,378 p.a. through US\$47,400 ; Position Grade: FP-05  
(steps 1 through 4)  
(\*\* Final grade/salary to be determined by HR/OE –  
NEA/EX/HRD)

**Ordinarily Resident (OR):** KD10,502 p.a. (Starting Salary)  
**Position Grade: FSN-09**  
**\* Actual grade and salary will be based on the  
qualifications of the applicant.**

**IMPORTANT NOTE**

All U.S. Citizens (USEFMs, EFM's or MOHs as defined below) of U.S. Government Employees assigned to the Mission and under Chief of Mission (COM) authority are eligible for consideration. A U.S. Citizen EFM does not have to be residing in country to be considered but the sponsoring officer under COM authority does have to be officially assigned to post.

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

The U.S. Embassy in Kuwait is seeking an individual for employment in the position of Budget Analyst in the Financial Management Office.

**BASIC FUNCTION OF THE POSITION**

The incumbent is responsible for various financial management and accounting activities in the Financial Management Office. These responsibilities include Budget formulation/coordination, Financial planning, Allotment accounting and Budget execution for Department of State/Program - \$3,5 million, Public Affairs - \$858K, MRV (4445- 157,160 and M445 - \$355,226), WSP - \$116,941 and Representation \$31,459. In addition, supervises Payroll Clerk and maintains allotment accounting for the afore-mentioned allotments. Serves as Principal Financial advisor to Financial Management Officer and Financial Specialist concerning the above accounts.

Duties Include:

**Budgeting and Accounting:**

- Performs independently, budget formulation/coordination, financial planning, allotment accounting and budget execution functions for State/Program, Public Affairs, MRV, WSP and Representation funds allotment. This involves coordination and preparation of Field Budget Plans, presenting it to Post Management, PD/PAO, RSO and MRV/Consul General for review and approval and finally submitting the approved budget to Washington.

- Serves as principal financial advisor to the Financial Management Officer, Financial Specialist and multiple DOS serviced agency representatives on financial implications on the above accounts, funding priorities in accordance with Department or Agency headquarters' guidance and operations requirement.
- Reviews, verifies, processes and reports accounting transactions (obligations, FS-477 – regular and payroll, and Journal Vouchers) for Mission Allotments. This includes verifying the accuracy, completeness and legality of all obligation vehicles (purchase orders, travel orders, grants and contracts) received from GSO/Procurement and the Public Affairs Office through ILMS/Ariba and determines funds availability.

**Advisory Role:**

- Provides suggestions, recommendations, and advises Financial Management Officer and Financial Specialist on the general financial feasibility of proposed procurement plans, adequacy of financial plans, and budget targets. Coordinates with GSO - Procurement to establish a year-end WISH LIST schedule to effectively utilize available year-end funding, based on obligations made to-date and projected surplus funding from the Bureau.

**RFMS/M and Pre-certification on all the vouchers and Payroll supervision:**

- Uses COAST (Consolidated Overseas Accountability Support Toolbox) for generating Status of Funds and Status of Obligation reports for review and to record savings; prepares financial status reports using excel worksheets for use by Financial Mgt. Officer, Management Officer and Financial Specialist. Resolves accounting problems, discrepancies in the serviced agencies' accounts and FS-477 regular and payroll transactions with GFS Bangkok.
- Provides pre-certification on all vouchers in his/her portfolio of assigned appropriations/allotments. Reviews all travel vouchers and advances prepared by the Travel Assistant before presenting to FMO, Certifying Officer.
- Supervises Payroll Clerk and coordinates timely reporting of T&A and other payroll matters related to USDH, EFM and LES positions. Conducts briefings to incoming USDH on post allowances, differentials, language incentives pay, and overtime eligibility.
- Tracks POTUS, CODEL, VIP visit related expenses and reports final accounting to the Department and/or affected Agency's Headquarters.
- Researches and provides documents for audit purpose to State and non-State auditors including OIG inspectors.
- Provides training to other agency admin staff in COAST reporting functions.
- Reviews status of obligations, de-obligates excess funds to ensure 100% compliance with DOS directives on Un-liquidated Obligations (ULO's).

**QUALIFICATIONS REQUIRED**

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

1. Possession of a Bachelor's degree in Commerce/Accounting.
2. Minimum five years of progressive work experience with emphasis on judgment and analytical abilities. Three of the five years must be with the USG at the next lower level of this series or its equivalent.

3. Level IV (fluent) **Speaking/Reading/Writing** English. **Language skills will be tested.**
4. Good knowledge of budget and fiscal aspects of a large bureaucratic agency and Appropriations Law. Knowledge of Financial Management System software and other financial tasks such as budget formulation, financial planning, budget execution, allotment accounting and Management advisory services.
5. Must be skillful in advocating agency's viewpoints to mission management orally and in writing. Must exercise analytical skills in problem solving and presentation of options. Must understand and effectively explain to Post Management and select DOS section chiefs financial tables, complex financial issues, including implications of various actions and changes, such as exchange rate variations and funding cuts and deviations from budget vs. actual and to recommend solutions.

### **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

NOTE: Only qualified applicants will be called for a test/interview.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget and residency status 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 are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY**

Interested applicants for this position **must** submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174), which is available on the Embassy's websites: <http://nea.p.state.sbu/sites/kuwait> ; <http://kuwait.usembassy.gov> **OR**
2. A current résumé or curriculum vitae that provides the same information found on the UAE (DS-174) (see Appendix B); **OR**
3. A combination of both (i.e., Sections 1-24 of the UAE along with the listing of the applicant's work experience attached as a separate sheet; **AND**

4. Copy of high school certificate/university degree (per the qualification requirement above); **AND**
5. Copy of the Civil ID and passport (including the residence permit page); **PLUS**
6. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

**SUBMIT APPLICATION (BEFORE THE CLOSING DATE) TO:**

Human Resources Office  
U.S. Embassy Kuwait  
Bayan, Block 13, Al-Aqsa Mosque Street

**OR**

Email the application to: [HROKuwait@state.gov](mailto:HROKuwait@state.gov)

NOTE: Incomplete or late applications will not be considered.

**POINT OF CONTACT**

Human Resources Office  
Telephone: 2259-1001

**CLOSING DATE FOR THIS POSITION: COB February 27, 2014**

The U.S. Mission in Kuwait 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.

## Appendix A DEFINITIONS



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

1. **Eligible Family Member (EFM)**: An individual related to a U.S. 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% 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% dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, incapable of self-support.
  
2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - U.S. 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:
    - a) 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
    - b) 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.

An 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. An MOH does not have to be a U.S. 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 U.S. 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 U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- 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. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number;
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, *provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship;, Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership & Recognition
- Q. Language Skills
- R. Work Experience
- S. References