

VACANCY ANNOUNCEMENT

(Announcement No. 12/60)

OPEN TO: All interested candidates
POSITION: **Budget Analyst**, FSN-7
OPENING DATE: November 13, 2012
CLOSING DATE: November 30, 2012
WORK HOURS: Full-time; 40 hours/week
SALARY: Actual grade and salary will be based on the qualifications of the applicant.

NOTE: THIS IS A LOCAL POSITION. THE SELECTED CANDIDATE WILL COME UNDER LOCAL LABOR LAW, AND BE PAID ACCORDING TO THE EMBASSY'S LOCAL COMPENSATION PLAN. ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN LAOS AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Vientiane is seeking an individual for the position of **Budget Analyst** in the Financial Management Office, Management Section.

BASIC FUNCTION OF POSITION

The incumbent serves as the Embassy senior Budget Analyst. He/she provides the full range of budget oversight, controls and execution for assigned budget areas. He/she certifies availabilities of funds, makes obligations, and assures that all budget and program requirements are met. Oversees and carries out the allotment accounting for assigned offices. Prepares budget projections and makes recommendations on budgeting and accounting obligations to the senior Financial Specialist and to the Management Officer. He/she serves as the primary backup to the Financial Specialist.

QUALIFICATIONS REQUIRED

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

- 1. Education:** Completion of secondary school is required.
- 2. Prior Work Experience:** At least two years of experience required in finance/budgeting/accounting field.
- 3. Language Proficiency:** Fluently spoken and written English and Lao (level IV) to understand complex financial regulations and provides complex explanations to American staff.
- 4. Knowledge:** Must be completely familiar with all of the regulations and guidance. Must understand local economic situation in order to prepare accurate budget forecast.
- 5. Skills and Abilities:** Good typing skills. Must be able to use computer software including accounting packages and Microsoft Office Suite. Must be able to prepare Excel spreadsheets to track accounting data.

HOW TO APPLY

Interested applicants for this position must submit the following for the application to be considered:

1. Universal Application for Employment (Form DS-174). Download the form at: http://laos.usembassy.gov/job_opportunities.html
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy
Rue Bartholonie, That Dam
PO Box 114, Vientiane, Laos
(Hardcopy or e-mail attachments are accepted)

POINT OF CONTACT

Telephone: 856-21-267176
Fax: 856-21-267140
E-mail: VientianeHR@state.gov

Interested persons should contact Embassy Human Resources Office for more information.
Blank application forms may be picked up from the cabinet inside the Embassy entrance.
Only shortlisted candidates will be notified.

CLOSING DATE FOR THIS POSITION: November 30, 2012
An Equal Opportunity Employer