Vacancy Announcement
U.S. Embassy
Monrovia, Liberia

ANNOUNCEMENT NUMBER: 12-37

OPEN TO:	ALL INTERESTED CANDIDATES (Current employees serving a probationary period are not eligible to apply)
POSITION:	**Budget Analyst and Program Manager, FSN-08, FP-06***
OPENING DATE:	August 31, 2012
CLOSING DATE:	September 14, 2012
WORK HOURS:	Full-time; 40 hours/week
SALARY:	**Ordinarily Resident (OR): $14,809 per annum starting salary (Position Grade: FSN-08) *Not-Ordinarily Resident (NOR): FP-06 (to be confirmed by Washington)

NOTE: ALL NON-LIBERIAN APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING WORK IN COUNTRY BEFORE BEING ELIGIBLE TO APPLY.

The U.S. Embassy is seeking an individual for the position of **Budget Analyst and Program Manager** within the Office of Security Cooperation.

BASIC FUNCTION OF POSITION:

Serves as Budget Analyst and Program Manager for the Office of Security Cooperation.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Budget Analyst:

- Serves as the Budget Analyst for the Office of Security Cooperation, with the responsibility of performing the complete range of budget administration and control, including budget formulation and financial program planning and analysis, budget execution, funds reconciliation, fund availability certification and the technical budget support duties for OSC SA, OMA, TCA, MWR, ADP and AFH operating funds and other funding categories as assigned to OSC from the Headquarters. Performs all technical operations in support of budget formulation, budget execution, reporting and other requirement, using five authorized budget management systems with protected passwords. Reviews, comments on and adjusts multiple OSC ICASS counts. Provides financial support to military programs and teams deployed in Liberia. Executes controls, reconciles, reports and closes out MIPR. Certifies availability of funds.

2. Program Manager

- Participates in the development, implementation and administration of AFRICAN ENDEAVOR, Africa Center of Strategic Studies, US. Military academy exchange program, US Service Academy application program and other OSC programs by providing advice and assistance regarding the feasibility of program operation from the standpoint of funds, programs needs and other resources requirement. Responsible for administrative requirements for official ODC visitors. Responsible for preparing all official travel orders. Updates and maintains office files. Updates and maintains all office automation equipment. Serves as backup to the OSC Training Manager on the OSC IMET Program. Assists the OSC Chief in Foreign Military Sales Foreign Military Financing and Excess Defense Article military equipment transfers. Performs other duties as required.

QUALIFICATIONS:

1. College degree is required in accounting or and related field.
2. 3-5 years of experience in budget and accounting, two-year minimum of administrative related skills.
3. Level IV (fluent) in spoken and written English skill is required.
4. Preparation of accounting reports, office budget submission, supply inventories, administrative reports, travel orders.
5. Type 40 words per minute. Good organizational skills and sound judgment. Computer fluency and polished personal skills to communicate with diplomats and HN Dignitaries.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, (231) 776-777000)

SELECTION PROCESS:

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

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 US 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 candidates 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); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the <u>same information</u> found on the UAE (*see section 3A below for more information*); **plus**
4. 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.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. 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. **<u>Failure to do so will result in an incomplete application</u>**:

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. Date and Place of Birth

G. Current Address, Day, Evening, and Cell phone numbers

H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)

I. U.S. Social Security Number and/or Identification Number

J. Eligibility to work in the country (Yes or No)

K. Special Accommodations the Mission needs to provide

L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type

M. Days available to work

N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)

O. U.S. Eligible Family Member and Veterans Hiring Preference

P. Education

Q. License, Skills, Training, Membership, & Recognition

R. Language Skills

S. Work Experience

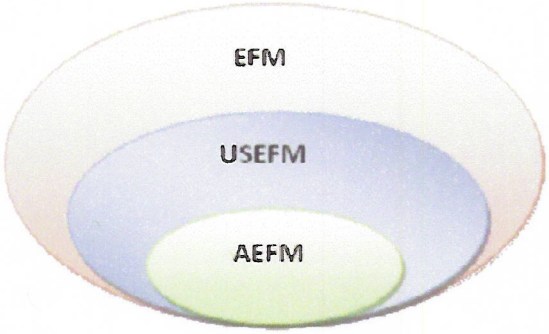
T. References

SUBMIT APPLICATION TO:

Human Resources Office
Attention: **Budget Analyst/Program Manager**
American Embassy
P. O. Box 98
1000 Monrovia 10 Liberia
Or Email to Monrovia-HRO-DL@state.gov

Drop in application box at Gate #3 the old compound. The Universal Application Form (DS-174) can be picked up at Gate 3 or the Human Resources Office (for employees only) or accessed on line.

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.
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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:
    - 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
    - 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).

CLOSING DATE FOR THIS POSITION: (September 14, 2012)

The US Mission in Monrovia 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.

Drafted: HRA: HBBee H.B.Bee
Approved: HRO: MZewde MZ
Approved: DAO: SASandusky
Approved: MGT: RDAcuff
[Signed copy in HR office]