

# VACANCY ANNOUNCEMENT

## American Embassy Nouakchott

**OPEN TO:** All Interested Candidates  
**POSITION:** Financial Management Supervisor, FSN-11, FP-04  
**OPENING DATE:** Tuesday, October 22, 2013  
**CLOSING DATE:** **Tuesday, November 05, 2013**  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Available upon request from HR  
(\*FP Grade to be confirmed by Washington)

**NUMBER OF POSITIONS TO FILL: 1**

The U.S. Embassy in Nouakchott is seeking to recruit one (1) individual for the position of Financial Management Supervisor, FSN-11, FP-04.

**BASIC FUNCTION OF POSITION:**

As supervisor of the Financial Management Office, provides overall guidance and management to seven LE Staff (1 budget analyst, 2 accountants, 3 voucher examiners, 1 payroll clerk) and work guidance to the Class B Cashier. Is the Alternate Certifying Officer for all vouchers processed with a maximum of \$10,000 per voucher transaction. Incumbent manages all FMO office operations consisting of accounting, budgeting, voucher processing and cashiering for appropriated funds totaling nearly \$7 million and provides expert advice to the Management Officer (MO) and serviced agency personnel on all financial management operations and planning, policy, and procedural issues. Is supervised by the MO. The RFMO in Dakar serves in an advisory role and visits quarterly.

**QUALIFICATIONS REQUIRED:**

1. University degree in a finance-related field required.
2. Five years of financial or administrative management experience, with at least one year in a supervisory capacity.
3. Level 4 English required.
4. Sound knowledge of USG appropriation and allotment accounting processes relating to opening, on-going maintenance and closing of accounts; regulations on obligations, disbursements, collections and voucher preparation; budget and financial plan preparation; cashiering, and internal control procedures is required. In-depth knowledge of local banking regulations.
5. Computer literacy to include keyboard data entry, knowledge of Excel, Word or similar applications. Strong analytical skills toward budget preparation, payment of claims or accounting of funds. Well-grounded in the appropriate USG regulations. Strong interpersonal skills needed to manage the office. Strong written and oral skills to prepare reports as required.

***Candidates short listed will undergo an English test before the interview.***

**SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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 should submit the following:

1. Letter of Application
2. DS-174 Application Form or a current resume or curriculum vitae that includes information requested on the DS-174 (the Employment Form DS-174 is also available at: <http://af.p.state.sbu/sites/nouakchott/default.aspx>); plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

The application should be received by the Human Resources Office at the Embassy by close of business on **Tuesday, November 05, 2013**.

DELIVER APPLICATION to the front gate application **deposit box** at the Embassy guard reception with announcement number "JA#01FY-14 on the envelope; or mail it to the following Address:

American Embassy Nouakchott  
P.O. Box: 222  
Nouakchott Mauritania  
Tel: **525-2660**

**OR EMAIL: [HRONouakchott@state.gov](mailto:HRONouakchott@state.gov)**

#### **POINT OF CONTACT:**

Human Resources Office  
Telephone: **525-2660 ext: 4718, 4475 or 4488**  
Fax: **525-1592**

**PLEASE DO NOT INCLUDE ANY OTHER MARKINGS BESIDES THE JOB ANNOUNCEMENT NUMBER AND THE EMBASSY ADDRESS ON THE ENVELOPE**

#### **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or child who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil or Foreign services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**ONLY THOSE WHOSE APPLICATIONS HAVE BEEN TAKEN INTO CONSIDERATION WILL BE CONTACTED FOR INTERVIEW AND/OR TEST.**

**CLOSING DATE FOR THIS POSITION: Tuesday, November 05, 2013**

The US Mission in Nouakchott 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:HR:ABouh  
Cleared:HR:JEsteves  
Approved:MO:MZadva

