



American Embassy Maputo
Mission Mozambique Vacancy Announcement No. 03/13
DATE: January 15, 2013

An Equal Opportunity Employer

Open To: All Interested Candidates
Position: Voucher Supervisor
Location: U.S. Embassy, Maputo
Opening Date: January 15, 2013
Closing Date: January 29, 2013
Work Hours: Full Time; 40 hours/week
Salary: Not-Ordinarily Resident: FP-5
Ordinarily Resident: FSN-9

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. APPLICANTS NOT CONTACTED WITHIN 30 DAYS SHOULD CONSIDER THEIR APPLICATION UNSUCCESSFUL. APPLICANTS INTERVIEWED WILL BE ADVISED OF THE RESULTS OF THE INTERVIEW.

The U.S. Embassy in Maputo is seeking an individual for the position of Voucher Supervisor in the Financial Management Office.

BASIC FUNCTION OF POSITION

Incumbent is the Team Leader of the Vouchering Unit within the Financial Management Office at the US Embassy Maputo, actively supervising and coaching four Voucher Examiners and ensuring that payments are made in a timely manner, in accordance with US Government regulations. The incumbent is responsible for prioritizing, planning and assigning

workloads to staff while continuously looking for ways to improve business practices.

A copy of the complete position description listing all duties and responsibilities is available at the Martin Luther King Cultural Center.

QUALIFICATIONS REQUIRED

1. Bachelors Degree in Business Administration or 5 years of working experience in finance / Accounting field and pre-university studies is required.
2. Four years of progressively responsible experience in technical accounting or bookkeeping work with at least four years of experience performing accounting or vouchering work with an international organization, NGO, diplomatic mission, or commercial bank is required.
3. Level IV English (fluency) is required. Level IV Portuguese (fluency) is required.
4. A thorough knowledge of collection and disbursing functions in an automated financial system is required.
5. Incumbent must demonstrate they have the ability to lead a team towards specific performance goals. He or she must be able to identify and eliminate obstacles and independently find solutions to make sure payments are made on time. . Ability to think analytically with a broad picture in mind. Must communicate effectively and be able to summarize information orally and in writing quickly and accurately.
6. Strong customer service skills, including the ability to handle the occasional irate or difficult customer with tact and respect is required.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that in their application candidates address the required qualifications above.

ADDITIONAL SELECTION CRITERIA

1. Management will take into account nepotism/conflict of interest, budget, and residency status in determining a successful candidate.
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 Citizens EFMs who hold an FMA appointment 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 as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. 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; plus
4. 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.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above. Mozambican citizens must include a copy of their passport or birth certificate. Candidates must submit required work and/or residency permit for employment in Mozambique, as applicable.

SUBMIT APPLICATION TO:

By Hand: Human Resources Office
U.S. Embassy
193, Kenneth Kaunda Ave.
Maputo

By Fax: (258) 21 49 01 14

By e-mail to: Maphrrecruitment@state.gov

Please include subject line:

Voucher Supervisor

POINT OF CONTACT

David Reiter, HRO
Telephone: 258-21 35 54 52
FAX: 258-21 49 01 14

DEFINITIONS

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 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. 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:

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, and 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 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).

CLOSING DATE FOR THIS POSITION: January 29, 2013

An Equal Opportunity Employer

The US Mission in Mozambique 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.