

**AMERICAN EMBASSY  
WINDHOEK  
VACANCY ANNOUNCEMENT**

**2015-14**

**June 12, 2015**

**OPEN TO:** Current Employees of the Mission, U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Households (MOH)-All Agencies

**POSITION:** Public Health Administrative Specialist - Finance, FSN-10

**OPENING DATE:** June 12, 2015

**CLOSING DATE:** June 26, 2015

**WORK HOURS:** Full-Time: 40 hours/week

**SALARY:** \*Ordinarily Resident (OR) 328,632 p.a. (Position grade: FSN-10)

\*Not-Ordinarily Resident (NOR): Position grade: FP-5

(Final grade will be determined by the appropriate Washington or U.S. Headquarters Office.)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Windhoek is seeking an individual for the full-time position of Public Health Administrative Specialist (Finance) in the Centre for Disease Control Agency (CDC).

**BASIC FUNCTIONS OF THE POSITION**

The incumbent serves as the Public Health Administrative Management Specialist in finance and the Chief Financial Manager to the CDC Namibia office and senior leadership on all budgeting, accounting, financial management, analysis and reporting activities for a budget of approximately \$35 - \$40 million. This position requires knowledge and specific professional

experience in public health and/or development administration, where accounting is for program (non-operating) expenditures. The incumbent will be responsible for forecasting, developing, executing and tracking the CDC Namibia operational and program budgets. Ensure adherence to budgetary and financial policies and guidelines, as well as its alignment with PEPFAR and CDC program goals and objectives. This involves provision of specialized advice and recommendations on long-term resource requirements, forecasts and projections on the various PEPFAR and CDC budgetary and financial activities –extramural and intramural funds in Namibia. Participates fully in the planning and coordination of budget and financial activities that support operations and to use independent judgment in advising key internal and external collaborators. The incumbent oversees the day-to-day management of financial and internal controls coordination functions in support of a broad range of agency-funded HIV/AIDS program activities that are implemented by programmatic teams. The incumbent directly supervises one employee and is supervised by the Associate Deputy for Management and Operations.

Applicants can contact the HR Office for a copy of the complete position description listing all duties and responsibilities at telephone: (+264-61-295 8500).

Please contact the HR office at e-mail [HROWindhoek@state.gov](mailto:HROWindhoek@state.gov)

## **QUALIFICATIONS REQUIRED**

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

1. Graduation from an accredited university with an advanced degree in finance, economics or business administration as well as CPA/ACCA credentials or post graduate diploma's in finance, economics or business administration.
2. A minimum of six years progressively responsible experience in accounting, auditing, budgeting, project administration or operation or financial management for public or non-governmental organization is required. At least two years of additional experience at supervisory level is required.
3. Level IV English ability in speaking and writing is required, with the ability to write comprehensive technical, financial analysis and managerial reports in English is required
4. A thorough knowledge of generally accepted accounting principles is required. In depth knowledge and understanding of laws, regulations and procedures associated with USG organizations financial operations, PEPFAR funding, accounting and reporting requirements is required. Knowledge of financial theory and practice of finance, management and administration is required. The position requires a broad and detailed

knowledge of budget planning, analysis and technical procedures for financial and management reporting and internal control. .

5. Advanced levels of analytical and computational ability to analyze, compile and present a copious amount of auditable financial information in a concise manner is required. Numerical skills that include facility to manipulate large amounts of financial data into statistical information are required. Ability to supervise and train other staff and to direct and coordinate various elements of finance, accounting for procurement and accounting operations are required. Ability to work at a high level of skill in utilizing various financial management software systems such as IRIS, COAST, FactsInfo, PMIS, PMS, MACCS, SAGE, Quickbooks for PEPFAR reporting, CDC budget, property, procurement and implementing partner accounting, tracking and reporting systems. Must be able to make independent and sound decisions regarding the strength of budget and management proposals from implementing agencies based on skilled analysis of relevant management systems and internal controls and procedures. The position requires excellent demonstrated interpersonal, leadership and supervisory skills as well as skills in developing and maintaining effective high level contacts with the Government of Namibia, CDC Headquarters and other country offices, the U.S. Embassy and implementing partners. Must be able to lead and represent the agency professionally.

## **SELECTION PROCESS**

When equally qualified, U.S. 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 AEFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

## **TO APPLY**

Interested candidates for this position should submit the following or the application will not be considered:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174) which is available at <http://windhoek.usembassy.gov/about-us/job-opportunities.html>;
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.

#### **SUBMIT APPLICATION TO**

[HROWindhoek@state.gov](mailto:HROWindhoek@state.gov)

Subject: Public Health Administrative Specialist - CDC

#### **POINT OF CONTACT**

Name: Frieda Mokotjomela

Telephone: (+264 61 295 8500)

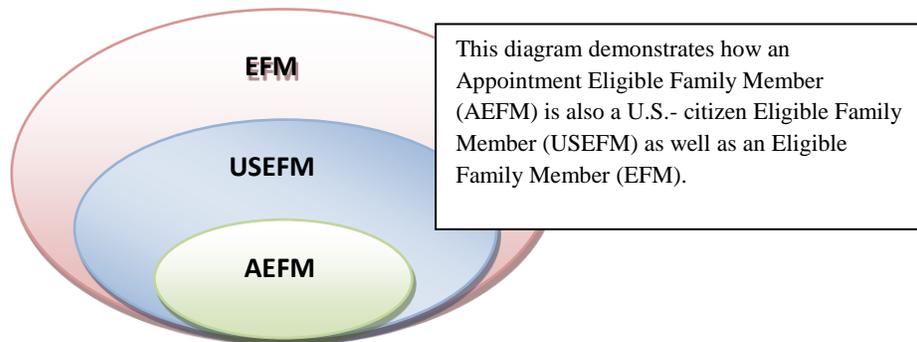
#### **CLOSING DATE FOR THIS POSITION: June 26, 2015**

The U.S. Mission in Namibia 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.

**CLEARED: PHA - LSHELBY**

## PPENDIX A - 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:
  1. 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
  2. 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 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).