



**USAID | NEPAL**  
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Vacancy Announcement  
(Announcement Number: 12-02)

USAID/Nepal invites applications for employment for the position of AID Development Program Specialist – Budget in the Program and Project Development Office, under a Personal Services Contract (PSC), subject to availability of funds.

OPEN TO: All interested and qualified Nepali Citizens

POSITION: AID Development Program Specialist - Budget  
FSN PSC– 10

OPENING DATE May 3, 2012

CLOSING DATE: May 17, 2012

WORK HOURS: Full-time; 40 hours/week

NOTES:

CURRENT EMPLOYEES SERVING A PROBATIONARY PERIOD ARE NOT ELIGIBLE TO APPLY.

**BASIC FUNCTION OF THE POSITION:**

The incumbent serves as the FSN Development Program Specialist - Budget in the Program and Project Development (PPD) Office. As a recognized budget expert, the incumbent plays a key role in the formulation, implementation and management of the overall USAID development assistance program in Nepal and independently performs the full range of professional, consultative, advisory, monitoring, analytical, operational and informational services related to the Mission’s Program budget. The Development Program Specialist formulates and monitors the long-term resource requirements for program activities with guidance from Mission Management and other USAID offices. The incumbent seeks to increase efficiency and accountability through accurate and timely budget analyses, providing a comprehensive picture of the opportunity costs of proposed budget changes to Senior Management, the Mission as a whole, and USAID/Washington. The incumbent is expected to work closely with staff from the Office of the Controller.

**REQUIRED QUALIFICATIONS:**

NOTE: All applicants are instructed to address each selection criterion detailed below:

- 1. Education (10):** Bachelor’s degree in Accounting, Business Administration, Finance, Economics or similar areas focusing on financial analysis or project management is required.

**2. Prior Work Experience (20):** Five to seven years of progressively responsible work experience in accounting, financial/budget analyses, budget planning, justification, and execution is required. Experience in project design, program planning, program/project budgeting and evaluation or closely related work is required. At least two years of this experience with an international organization or NGO is desirable.

**3. Language Proficiency (10):** Level IV (fluent) in English is required. Level IV (fluent) in Nepali is required.

**4. Job Knowledge (30):** A thorough knowledge of budgeting and management; good knowledge of the basic principles of development and foreign assistance.

**5. Skills and Abilities (30):**

- Obtain, analyze and evaluate a variety of data and organize and present it in meaningful terms to others;
- Ability to apply governing regulations and procedures to daily work requirements
- Ability to work independently to efficiently meet deadlines
- Write and speak clearly, concisely and persuasively;
- Communication skills to deal effectively with mid and high level partner contacts, the host government, and the local communities.
- Ability to lead and coordinate multiple offices through multiple step processes without being a direct supervisor (although appropriate authority will be given)
- Take initiative, anticipate problems, perceive possible courses of action and make recommendations acceptable to all, is creative and resourceful, and can effectively balance short- and long-term priorities with sound judgment;
- Provide direction and guidance on program planning, implementation, and reporting procedures and policies;
- Skills in supporting staff with a variety of levels of knowledge and capabilities
- Excellent computer skills, including word processing, spreadsheet programs and data base management

A detailed job description for the position can be obtained by visiting USAID/Nepal website at <http://nepal.usaid.gov/working-with-us/employment.html>

Interested applicants must submit a cover letter, resume and any other documentation that addresses the qualification requirements of the position as listed above. Please send your application to the attention of USAID/Nepal, Human Resources Office, U.S. Embassy Maharajgunj, P.O. Box. 295. Applications may be sent electronically to: USAIDNepalHR@usaid.gov

Only short-listed applicants will be contacted to participate in the hiring process.

USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. Applicants from disadvantaged caste, under-represented ethnic groups, women, and people living with disabilities are especially encouraged to apply.