



VACANCY ANNOUNCEMENT

No. 2013-009	Date: July 25, 2013	Ref:
Subject:	BUDGET & OPERATIONS MANAGER	
Location:	ABUJA – HEALTH, POPULATION AND NUTRITION OFFICE	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates

POSITION TITLE: Budget and Operations Manager, FSN 10

OPENING DATE: July 25, 2013

CLOSING DATE: August 08, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY: FSN: N4,802,338 p.a (Starting basic salary on FSN-10 Position Grade)
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

USAID/Nigeria in Abuja is seeking to employ a suitable and qualified candidate for the position of a Budget and Operations Manager.

BASIC DUTIES OF THE POSITION:

The Budget and Operations Manager provides support to for Health/Population/Nutrition (HPN) Office and is under the supervision of the Office Director. S/he will be primarily responsible for budget, project management support functions, and human resources the Office.

MAJOR DUTIES OF THE POSITION:

a. Budget Analysis (60 %)

The Budget & Operations Manager serves as the lead budget manager for the HPN Office. Reporting to the Office Director and in close coordination with the Office of Financial Management (OFM), the Office of Acquisition and Assistance (OAA), the Executive Office (EXO) and the Program Office (PO), the Budget & Operations Manager establishes and implements internal HPN Office controls and procedures designed to facilitate effective planning, execution, and monitoring of

the USAID/Nigeria HPN budget. The Budget & Operations Manager also works in close collaboration with the PO and OFM to develop, monitor and manage the current HPN Program Objective Agreement (PROAG) and planned new Development Objective Agreement (DOAG) under the CDCS. S/he is responsible for maintaining a budget tracking system for HPN budget requests, allowances, obligations and sub-obligations according to OP sub-elements. S/he must maintain close contact with the Mission financial analysts, Controller and Program Office in order to track expenditures and reach targets on budget. S/he must verify availability of funds, pipelines, liquidation of advances, incremental funding, and ensure that obligations and expenditures conform to USAID regulations regarding forward funding and pipelines as well as agreements, workplans, and allocated budget. S/he is the key contact on HPN budget planning and other financial exercises, which are required on a quarterly basis. S/he collects expenditure information and consolidates accrual information, compiles financial reports and presents them to the HPN, PRO and FM teams for review and action.

Also, the Budget & Operations Manager has cross-cutting responsibilities to provide budgetary guidance and support to all of the HPN CORs/AORs who manage specific activities. Specifically, the Budget & Operations Manager will be responsible for managing the main budget components: the DOAG budget under the CDCS and the field support budget across the specified earmarks. S/he will work with technical staff in generating justifications for funding priorities with guidance from HPN management. S/he will review pipeline analyses and accruals done by the AOR/COR staff and consolidate quarterly to meet agency financial routing reporting requirements. Also, S/he will undertake 1311 reviews in collaboration with counterparts in OFM and represent HPN in quarterly financial reviews. S/he will also advise on reprogramming actions on prior year funds, support OP budget preparation and advise HPN leadership on OP budget priorities and earmarks. As necessary, the Budget & Operations Manager will liaise with his/her counterparts in the HIV/AIDS-TB Office to ensure proper tracking and reporting of results of jointly funded activities.

The Budget & Operations Manager serves as the main liaison with the OAA managing actions totaling over \$136m in FY2013. S/he maintains, manages and tracks all procurement actions for HPN and ensures that all actions are updated and approved in a timely manner. S/he provides advice to CORs/AORs on correct and appropriate preparation of procurement documents and is responsible for circulating and obtaining necessary clearances and approvals for all procurement documents. S/he ensures that automated directives and USAID policies are followed for a variety of actions such as justification waivers, scopes of work and competition requirements, and cooperative agreement amendments. As HPN's main liaison for procurement actions with the EXO), s/he is responsible for developing all necessary documents (memos, justifications and budget) and processing local procurement which totals approximately \$50,000 annually.

In addition, the Budget & Operations Manager will ensure pre-obligation checklists and GLAAS requisitions are made by relevant technical staff in a timely manner and track the approval and release of requisitions from HPN.

Overall, the Budget & Operations Manager will perform significant duties as a Budget Analyst and provide overall support to the HPN team in fiscal management and tracking and monitoring of a complex and growing office budget to advance USAID development assistance and USG foreign policy goals in Nigeria.

b. Project Management Support (25%)

The Budget & Operations Manager is also responsible for ensuring timely closeout of HPN grants and contracts. S/he performs project financial analyses, including tracking expenditures, preparation of vouchers, and calculation of accruals and maintaining financial reports on close out files. S/he works with CORs/AORs to conduct analyses and prepare documentation to resolve audit findings and recommendations, contractor/grantee performance evaluation, final project status report, disposition of non-expendable property and memoranda recommending final close-out of grant/contract, audit or project.

c. Human Resources Support (15%)

The Budget and Operations Manager serves at the Human Resources manager within the HPN Office. In close coordination with the human resources staff of the EXO and OAA, the Budget & Operations Manager assists the Office Director to track HR actions for funding staff contracts, travel and training as well track HR actions for recruiting new staff and ensuring availability of funds. This may include drafting position descriptions and Computer Assisted Job Evaluation documentation; keeping track of required training activities, leave and other benefits and evaluation requirements.

The Budget & Operations Manager is the point of contact for managing program-funded FSN and US PSCs. S/he prepares the budgets, requisitions and accruals and is responsible for analyzing projected and actual funds obligations for the PSC contracts and their support costs.

The Budget & Operations Manager will performs other duties as assigned or required to support the smooth functioning and performance of the HPN Office.

Security Requirement:

The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1.

MINIMUM REQUIRMENTS:

NOTE: All applicants **MUST** address each selection criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

- a. **Education:** A Bachelor's Degree or the local equivalent education in accounting, finance, or business administration, is required. An advanced degree or completion of a CPA is desirable.

- b. **Prior Work Experience:** A minimum of three years of progressively responsible experience in office management, or financially-orientated business management. At least three years of this experience should have been with USG Agency, other donor agencies, host-government organizations, or private sector institutions – preferably in an English-language work environment.
- c. **Language Proficiency:** Level IV (Fluency) English is required.
- d. **Knowledge:** A thorough knowledge and understanding of office management and budgeting principles, theories, practices, and terminology, as well as the principles and accepted practices of human resources is required. A thorough knowledge of or the ability to quickly gain such knowledge of, the Federal Acquisition Regulations, AID Acquisition Regulations, contract/grant cost principles and administrative requirements, and audit management procedures, as well as, other laws, regulations, and procedures associated with USAID financial management, is required. An understanding of, or the ability to quickly develop an understanding of USAID human resources policies and regulations is essential. A good knowledge of relevant Nigerian laws, regulations, and procedures is required.
- e. **Abilities and Skills:** Must be able to work effectively in a team environment, and coordinate well with others. The work requires solid writing and computer skills, in order to develop reports, etc. Diplomacy, tact, cultural sensitivity, and team participation are required, in order to establish and maintain effective working relationships within USAID/Nigeria. Solid organizational skills and the ability to multi-task and stay organized in a complex, frequently changing environment is a requirement. Demonstrated good analytical skills and problem solving, as well as the ability to effectively manage stress and conflict, is required.

SELECTION PROCESS:

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. Current employees who are qualified will be given preference.
4. Only successful applicants who meet the minimum requirements will be notified.
5. The Human Resources Office will **NOT** accept applications or resume **submitted in U.S. Government official envelopes.**
6. **The minimum requirements must be adequately addressed in the cover letter of your application package. Failure to do so will disqualify your application.**

HOW TO APPLY:

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. A **type-written application** specifically applying for this position, and addressing the minimum requirements as advertised. **Please reference the job title and announcement number on the application letter.**
2. A current resume or curriculum vitae, listing all job responsibilities; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. **Please indicate position title and vacancy announcement number on the top right corner of the envelope and also on the subject line of the application letter**

SUBMIT APPLICATION TO:

USAID Nigeria
ATTN: Human Resource Office
c/o U.S. Embassy
1075 Diplomatic Drive
Abuja, FCT,
Nigeria

POINT OF CONTACT:

Tel: 09-461-9300 ext. 9319

CLOSING DATE FOR THIS POSITION IS: August 08, 2013

An Equal Opportunity Employer

Approved:EXO: BPalmer
Drafted:HR: JUdomi
Cleared:HPN: CCarr