

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 11-119**

OPEN TO: All interested candidates
TITLE: Budget Analyst
GRADE: FSN-9 (Rs. 1,136,135 p.a. to Rs. 2,107,328 P.A.)
LOCATION: ISLAMABAD

OPENING DATE: July 22, 2011
CLOSING DATE: August 4, 2011
AGENCY: USAID

BRIEF DESCRIPTION OF DUTIES: The incumbent serves as Budget Technician for the Office of Inspector General (OIG), Islamabad, Pakistan and performs a full range of administrative and budget functions. The Budget Analyst manages the operating budget (OE) for the OIG in Pakistan, with responsibility to manage and forecast operating expenses, and multi-task administrative roles, working closely with the USAID/Pakistan front office, Executive Office, Office of Financial Management, the Embassy personnel. The Analyst assists the Director, OIG/Pakistan with operating budget preparation on a quarterly basis which is submitted to OIG/Washington for review and approval.

QUALIFICATION REQUIRED:

EDUCATION: A Bachelor's Degree, or the host-country equivalent, in business management, administration, and/or financial management is required.

EXPERIENCE: A minimum of five years of progressively responsible experience in accounting, auditing, or financially-orientated business management is required. Two years of this experience should have been with a government organization, other donor agency, or a private sector institution – preferably in an English-language work environment.

LANGUAGE: Level IV (fluent) English and Urdu language proficiency, speaking and writing, is required.

KNOWLEDGE: A thorough knowledge and understanding of budgeting principles, practices, and terminology, or the ability to quickly gain such knowledge and understanding, is required. An understanding of, or the ability to quickly develop an understanding of, organization's operations in Pakistan is essential. A good knowledge of relevant US and Pakistani laws, regulations, and procedures is desired.

ABILITIES & SKILLS: The Analyst must be able to plan and manage organization's budget processes; have the analytical ability to gather, organize, analyze, and express ideas and data, both orally and in writing; have the ability to work independently, but in a team environment, and to develop and maintain relationships with different sections of the organization, GoP, and other personnel; and, be skilled in the use of computer-based programs.

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 with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.

6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 11-15) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: August 4, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.