

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. AID-16-12**

OPEN TO: All Interested Candidates

TITLE: Voucher Examiner

GRADE: FSN-08

POSITION NO: 80105-007

SALARY: Rs. 1,181,759/- P.A. (Starting salary)

OPENING DATE: May 20, 2016

CLOSING DATE: June 2, 2016

AGENCY: USAID

LOCATION: Islamabad

***Final salary determination for the selected candidate will be based on the candidate's demonstrated (certified) salary history.**

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

The United States Agency for International Development (USAID/Pakistan) is seeking an individual for the position of Voucher Examiner for the Office of Financial Management (OFM) in Islamabad. The position is classified at the FSN-08 grade level. The starting salary for this position is Rs. 1,181,759 per annum and the maximum salary is Rs. 2,194,019 per annum, per the current FSN Compensation Plan. This salary range is not inclusive of other benefits and allowances.

BRIEF DESCRIPTION OF DUTIES: The Office of Financial Management (OFM) is responsible for providing full financial management services to USAID/Pakistan. OFM maintains a comprehensive accounting system managing a current Operating Expense (OE) annual budget of approximately \$20 million, a Program Support Cost annual budget of approximately \$25 million, a Program Operating Year Budget (OYB) of an estimated \$500 million and a pipeline of approximately \$2 billion. It provides dedicated financial analysis and accounting support to each development assistance team and, as needed, technical guidance to contractors and grantees. The Voucher Examiner is an integral member to the OFM (which consists of thirty-two other staff members), working throughout the full range of payment functions, including government to government (G2G) payments. Illustratively, the voucher examiner provides voucher examination services and accounts receivable requirements. The incumbent works under the direct supervision of the Supervisory Voucher Examiner, with general supervision from the Chief Accountant.

QUALIFICATIONS REQUIRED FOR FULL PERFORMANCE LEVEL:

EDUCATION: Successful completion of a college/bachelor's degree (a minimum of 14 years of education) in accounting, finance or business administration is required.

EXPERIENCE: A minimum of five years of related experience in professional accounting, auditing, or financially-oriented business management is required.

LANGUAGE: Level IV (fluent) English language proficiency, speaking and writing, as well as written and spoken Urdu proficiency, is required. Language skills may be tested during the recruitment process.

KNOWLEDGE: A thorough knowledge of general business practices related to accountings payables and receivables, cashier operations, payroll operations and banking procedures is required. Additionally, a good understanding of Pakistani common business practices is required.

ABILITIES & SKILLS: The ability to read, to understand, and logically apply complicated regulations, directives, and procedures relating to the voucher examining process is required. Must be proficient in the use of accounting software and Microsoft office applications is required. Excellent written and oral communication skills are required. Flexibility to perform a variety of tasks at the same time, excellent organization skills in order to ensure smooth and efficient "paper flow" in OFM. Skills in the use of relevant software programs including spreadsheets, databases and word processing programs are required. Computer skills may be tested during the recruitment process.

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 and who are currently on a Performance Improvement Plan are not eligible to apply.
4. Applicants for the position must meet the **required** educational qualifications as advertised in the vacancy announcement.
5. Current employees who have been voluntarily reassigned or been promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. 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.
7. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.
8. Please note that for In-House Candidates, employee's transfer or promotion, whichever is applicable, will be processed according to respective clauses of 3 FAM regulations.

TO APPLY:

Interested applicants must submit their duly completed DS-174 (Application for Employment as LE Staff) from the website http://islamabad.usembassy.gov/employment_opportunities.html. **Applicants are advised to include all of their current and previous work experience including duties and responsibilities that may not be directly related to the subject position. An Internal Candidate's experience acquired before/after joining US Government should correspond to the information provided in the Official Personnel Folder (OPF). Any discrepancy found between the current application form (DS-174) and the information provided in the OPF related to applicant's qualifications could make the candidate ineligible for the position.** Applications should be forwarded only on the email: FSNIslamabad@usaid.gov address. When submitting an application, the vacancy announcement number and the title of the position must be mentioned in the subject line.

Incomplete applications and/or applications received after the closing date will not be considered. Only applications submitted on the prescribed application DS-174 Form and on the email address given in the vacancy announcement will be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised USAID positions, please visit the Embassy website <http://islamabad.usembassy.gov/usaid-vacancies.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 travel orders and under Chief of Mission authority or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: June 2, 2016

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.