

# U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

## VACANCY ANNOUNCEMENT NUMBER: 12-140

**OPEN TO:** All Interested Candidates **OPENING DATE:** August 28, 2012  
**POSITION:** **Supervisory Budget Analyst, FSN-11, FP-4\*** **CLOSING DATE:** September 10, 2012  
**POSITION NO:** N-53119  
**WORK HOURS:** Full-time; 40 hours/week  
\*Not-Ordinarily Resident: US\$ 61, 759 p.a. (Starting salary)  
(Position Grade: FP-4 to be confirmed by Washington)  
\*Ordinarily Resident: Rs.2,710,924 p.a. (Starting salary)

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

The U.S. Embassy in Islamabad is seeking an individual for the position of a Supervisory Budget Analyst in the Financial Management Office.

### **BASIC FUNCTIONS OF POSITION:**

The incumbent as an advisor and assistant to the Financial Specialist and the Financial Management Officer. Incumbent responsible for the complete range of budget administration work including the technical budget support duties of overall State budget allocation. Incumbent is responsible to directly supervise the work of accountants and formally trains Financial Management Office staff in budget formulation, financial plans, budget execution, vouchers, pre-certification and record keeping. Also serves as Locally Employed Staff Certifying Officer and is authorized to certify all payments for each obligation. Responsible for the overall management and planning for the unit; organizes work; prepares work schedules / assignments; reviews accounts and budgets; monitors status of funds for all serviced agencies, advises the Financial Management Officer & Financial Specialist of funding shortfalls and; makes recommendations on transferring funds between line items and/or refund of excess funds. Incumbent is required to supervise the INL project pipeline. In the absence of Financial Specialist, performs h/her backup duties.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **QUALIFICATIONS REQUIRED:**

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

1. **EDUCATION:** Fourteen years of education with a major in accounting, finance or business administration is required.
2. **EXPERIENCE:** Seven years of work experience in accounting and finance is required.
3. **LANGUAGE:** Level IV (fluent) Speaking/Reading/Writing English and Urdu are required. This may be tested.
4. **KNOWLEDGE:** Incumbent must have thorough knowledge of the budgeting and funds control. Must have comprehensive knowledge of Standardized Regulations and Appropriation Law.
5. **ABILITIES & SKILLS:** Ability to oversee a wide range of budgetary and accounting operations and provide quick and accurate guidance on a multitude of day-to-day issues is required. Must be able to supervise financial management operations in the absence of Financial Specialist. Assumes PERSONAL pecuniary liability for the correctness and legality of all payments certified. Must have ability to accurately reprogram funds when necessary during the budget implementation phase. Must be proficient in MS Office Suite and use a calculator to compute cost information during analysis. This may be tested.

**SELECTION PROCESS:**

When equally qualified, 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. 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.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for 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 for 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.
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 completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at [PakJobs@state.gov](mailto:PakJobs@state.gov). The Vacancy Announcement Number (e.g. 12-140) must be mentioned in the subject line of the email.

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any document with your application. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](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 EFMs (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: September 10, 2012**

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.