

**AMERICAN EMBASSY
DAKAR, SENEGAL
VACANCY ANNOUNCEMENT**

JOB ANNOUNCEMENT NUMBER: DKR-2012-06

OPEN TO: All interested candidates
POSITION: Class B Cashier / Voucher Examiner FSN-8 FP- 6: **With the possibility of hiring the employee at the lower grade FSN7 if he/she does not meet all the position's requirements**
OPENING DATE: March 01, 2012
CLOSING DATE: March 15, 2012
WORK HOURS: Full-time position, 40 hours/week

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

The U.S. Embassy in Dakar is seeking an individual for the position of **Class B Cashier/ Voucher Examiner**

Copy of the complete position description listing all duties and responsibilities are available on the US Embassy website <http://dakar.usembassy.gov/>. Send your applications via e-mail to PersonnelDakar@state.gov.

1. BASIC FUNCTION OF POSITION

Acts as class B cashier for the Embassy. Serves as one of a team of Voucher Examiners in the Budget and Finance Unit, examining vouchers and other claims for payment of goods and services. Vouchers include, but are not limited to: non-cash payments, travel vouchers for both in-country and international travel, representation expense vouchers, SF-1190 claims for allowances and other payments, and utility payments. Provides back-up to other Voucher Examiner(s) in the section. Performs other duties as requested. Reports directly to the Senior Financial Specialist.

II- MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

1. Serves as Class B Cashier: Responsible for safeguarding and accounting for monies and documents equaling cash advance of \$20,000 and a G. Bissau checking account of CFA 2,500,000. Maintains funds and documents in accordance with 4 FAM 317. Ensures that all documents are genuine, error free, have been properly completed and bear correct approval and certifying signatures. Receives official collections for outstanding travel advance repayments and any other collections and issues official receipt to the payee.

2. Vendor Claims and Procurement Orders: Examines difficult and complex vouchers involving the purchase of goods and services by ICASS participating agencies. Ensures conformance with the terms of purchase orders and authorizations. Consults with Ordering or Authorizing Officers, as well as Receiving Officers to obtain information, clarify or re-verify information and to resolve any problems. Prepares non-cash payments to include accurate fiscal data, description of purpose for payment and complete payment information for electronic payment. Verifies that all supporting documents, including sub-vouchers, are attached. Maintains accurate records of all vouchers and claims processed.

3. Performs special projects as requested by Senior Financial Specialist.

III. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Two years of university-level courses in accounting, mathematics, economics, or similar field, which requires an aptitude for numbers and/or detail work required.

b. Prior Work Experience:

Three or more years in one or more areas within financial management. Computer Experience required.

c. Language Proficiency:

Level III in English (good working knowledge) Fluent (both spoken and written) in French are required.

d. Job Knowledge:

Thorough knowledge of vouchering in Momentum, WinACS software, collections and disbursements, application of the Cashier User Guide (CUG), the FAM (especially 4 FAM), applicable Treasury Department laws and regulations governing cash operations, cash transactions, banking, cash disbursements and exchange rate transactions.

e. Skills and Abilities:

Adept at dealing with cash transactions, including collections, payments during normal or after-normal window hours, and reconciliation of accountability. Must possess a high degree of honesty and integrity. Excellent customer service skills. Good computer, computational and organizational skills. Able to work independently, at a brisk pace and able to multi-process. Good judgment

IV. POSITION ELEMENTS

a. Supervision Received:

Minimum supervision from the Senior Financial Specialist for vouchering duties and the FMO for cashiering matters. Makes independent decisions within the scope of duties. Confers with the supervisor or FMO regarding unusual voucher situations or complex fiscal questions

b. Supervision Exercised:

None

c. Available Guidelines:

3, 4 and 9 FAM; Cashier Handbook; FSI training Manual, Standardized Regulations; Admin Notices; Bureau and FMP notices

d. Exercise of Judgment:

Responsible to for taking every precaution to ensure that US government money is safeguarded and that document are properly prepared for payment

e. Authority to Make Commitments:

Concurs with decisions regarding the issuance of advances to sub-cashiers. Controls the replenishment of cash advances. Determines the correctness of vouchers from sub-cashiers and employees.

f. Nature, Level, and Purpose of Contacts

Has contact with two alternate Class B cashiers and four sub-cashiers, the Management Officer, FMOs, and all levels of Mission personnel, both American and Senegalese

g. Time Expected to Reach Full Performance Level: One Year

SELECTION PROCESS: When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate's application specifically

address the required qualifications above.
NOTE: Only short listed candidates will be contacted.

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 Ordinarily Resident (OR) employees with an Overall Summary Rating of "Needs Improvement" or "Unsatisfactory" on their most recent Employee Performance Report are not eligible to apply.
- (4) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (5) Currently employed Not Ordinarily Resident (NOR) employees hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (6) Background check will be conducted if selected.

TO APPLY: Interested candidates for this position must submit the following or the application will not be considered:

- (1) Optional Application for Federal Employment (OF-612), US Embassy Dakar Application Form, or current resume/curriculum vitae that provides the same information as the OF-612.
- (2) Letter of motivation addressing the qualification requirements of the position as listed above,
- (3) Any additional documentation (e.g., essays, certificates, awards, copies of degrees earned) as relevant.
- (4) Candidates who claim US Veterans' preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO: American Embassy, Dakar, Human Resources Office
E-mail Address: PersonnelDakar@state.gov

CLOSING DATE FOR THIS POSITION: March 14, 2012

The US Mission in Senegal provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - US Citizen; and,
 - EFM (see below) at least 18 years old; and,

- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. Eligible Family Member (EFM) - An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a General or Foreign Service (GS or FS) salary schedule, not under the Local Compensation Plan (LCP). If an individual is holding a diplomatic status through a spouse or partner by a third country or international organization (e.g., Union Nations), the candidate is classified as Not Ordinary Resident (NOR) and paid off the US FP Scale.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.