USAID | SENEGAL
FROM THE AMERICAN PEOPLE

DATE:	June 3, 2014
SUBJECT:	**JOB VACANCY ANNOUNCEMENT – FSN/2014/12**
TO:	**All Qualified Candidates**
JOB TITLE:	**FINANCIAL ANALYST ASSISTANT - FMO**
WORK HOURS:	Full time position – 40 hours/week
GRADE:	**FSN-8**/with the possibility of hiring the employee at a trainee level

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Note: Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

A. BASIC FUNCTION OF POSITION

The Financial Analyst Assistant (FAA) is an entry level Financial Analyst position and is one of four FAAs who provide support to Technical and Program Offices in Senegal and the regional operations. The primary purpose of this position is to provide financial services and analysis support for one the Mission's four program portfolio consisting of EGO, DG/Education, Health and regional (JPC Sahel initiatives and other activities) under the guidance and supervision of the Financial Analyst (FA), Supervisor of Payments and Chief Accountant. The FAA maintains close working relations with the Supervisor of Payments, Financial Analyst, Chief Accountant and designated Deputy Controller with whom they address all financial policy requirements and issues in providing quality FM services for their designated program portfolio and SO team.

The FAA serves as a member of the SO teams and monitors the assigned portfolio of contracts, grants and cooperative agreements under the direction of the FA. Prepares pipeline/accrual and other in-depth reports and analyses for the assigned activities. Conducts pre-award surveys of prospective recipients and limited financial reviews of implementing partners and writes the reports. Under the direction of the FA, provides training to contractors/grantees and government officials on USAID financial requirements and procedures. Analyses financial progress of activities, makes necessary payments and follow-up to implement entities (contractors, grantees and G2G activities), and provides suggestions and advise to improve financial performance of these entities when necessary. Assists FA in performing the yearly report for USAID/Senegal as required by the Federal Managers Financial Integrity Act, and prepares periodic reports to follow-up and track Mission weaknesses. Provides data to FA for coordination with FM/Washington on various financial issues. Serves as backup for the FA. Performs other related FM duties as assigned by the Supervisor of Payment, FA, Chief Accountant and Deputy Controller.

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of her/his work. These core values re: 1. Customer focus, 2. Results Orientation, 3. Empowerment and accountability, 4. Teamwork and participation, and 5. Valuing Diversity.

B. MAJOR DUTIES AND RESPONSIBILITIES

1. Activity implementation/Monitoring/Financial Analysis *30%*

As an entry level Financial Analyst Assistant (FAA), serves as a Financial Analyst in one of the four Mission portfolios providing support to the SO Team under the supervision of the Financial Analyst (FA) and Supervisor of Payments. The primary purpose of this position is to provide financial services and analysis support. The FAA serves as a member of the technical teams to support project design and implementation which includes monitoring the assigned portfolio of contracts, grants and cooperative agreements. This also includes assisting in budget formulation/monitoring and development of government estimates for new projects and activities. Under the supervision of the FA, analyzes and makes recommendations on general financial feasibility of the technical teams' projects and activities; clearances and approvals required; adequacy of the activity budgets; sources/ methods of financing; and compliance with cost/administrative principles and audit requirements. Reviews cost proposals, budget modifications, obligation documents, Modified Acquisition and Assistance Request Documents (MAARDs), GLAAS requisitions and other project implementation documents for consistency with project design, adequate addressing of financial and accounting concerns, and conformance with USAID regulations and Mission policies. Assists the technical teams with the preparation of MAARDs, project voucher review, accrual reporting and activity closeouts under the supervision of the FA. Participates in technical offices' meetings and annual portfolio reviews and other activities, and provides input on the full range of project development, management and assessment issues under the guidance of the FA.

2. Monitor Financial Progress *25%*

The FAA analyses financial progress of activities, makes necessary payments and follow-up of implement entities (contractors, grantees and G2G activities). This includes monitoring financial progress during the life of projects to identify deficiencies, to determine if earlier identified deficiencies have been corrected and to resolve any financial difficulties revealed by the technical teams. In coordination with the technical teams and under the supervision of the FA, performs Sec. 1311 reviews of unliquidated commitments, develops accrual estimates, and prepares pipeline reports on a quarterly basis. Coordinates the quarterly accrual/pipeline meetings with the FA, AORs and CORs. Prepares accrual reports for approval and enters accrual data into the accounting system. Based on the accrual/pipeline reviews, provides advice to the technical teams under the supervision of the FA on procurement planning/ forward funding issues and recommends the unneeded balances for deobligation. Reviews program accounting data and monitors advances on a quarterly basis. Ensures appropriate steps are taken by the accounting staff to update Phoenix and / or correct errors. Prepares in depth financial analysis and reports and recommends any corrective or proactive actions to ensure funds are effectively implemented. The FAA performs reconciliation and financial closeout of the assigned activities. .

3. Project Visits and capacity development *25%*

Visits project activity sites under the supervision of the FA and Supervisor of Payments to review contractor/grantee/host country systems and procedures and ensure proper FM monitoring of the USAID activities. At the request of the AOR/COR, FA, the Controller or the

Contracting Officer, performs limited financial reviews and monitoring of implementing partners to evaluate the internal control environment and compliance with USAID regulations and implementation agreements. Recommends revisions to internal procedures and needed actions for compliance, as required, and provides guidance on internal controls, compliance, best practices and financial reporting. Conducts pre-award surveys and assessments of prospective grantees and host country entities evaluate their financial and institutional capability to carry out the activities under the supervision of the FA. The FAA performs follow-up to ensure that all recommendations are addressed appropriately and timely by implementing partners along with building partner's capacity. This will include providing FM training, support and other capacity development assistance for strengthening partner sustainability.

4. Information Gathering ***10%***

The FAA provides data to the FA in order to coordinate with FM/Washington on various financial issues. Assists with complex grantee/ contractor invoices as it relates to reporting requirements, cost allowability, indirect cost calculation, etc. This also includes supporting the Controller and Chief Accountant in performing yearly report for USAID/Senegal as required by the Federal Managers Financial Integrity Act. This will also include preparing periodic reports for Mission Management to follow-up and track actions required to resolve internal control issues and weaknesses.

5. Backup ***10%***

Serves as a backup for the Supervisory Financial Analyst, and in his/her absence, assumes duties and responsibilities of that position. The FAA performs other miscellaneous related duties as assigned by the Supervisor of Payments, Financial Analyst, Chief Accountant and Deputy Controller.

6. Five Core Values

Incorporates the Five core values into his/her work:

a. Customer Focus: Identifies and communicates with USAID customers regularly (ideally, in their preferred language); surveys their interests, needs and recommendations; follows up on communications and information received from and about the customers. Ensures that customers' needs and thinking are included in all activities undertaken and that, where possible, customers are involved in key decisions. Surveys customer satisfaction periodically and serves as a knowledgeable advocate for customer service with other USAID employees and partners.
b. Results Orientation: Reviews baseline information against which to plan actions and identify targets and milestones. Defines specific operational and program results needed for his area of responsibility. Puts strategic plan in place and uses it as a framework for decisions. Reviews progress against targets place and uses it as a framework for decisions. Reviews progress against targets and milestones regularly; takes needed action to modify plans when necessary and to maintain actions to accomplish the desired results within the time frame planned when possible. Serves as a knowledgeable advocate for the results orientation with other USAID employees and partners.

c. Empowerment and Accountability: Emphasizes results rather than oversight, and service outreach rather than internal control, in carrying out his responsibilities. Is clear about his own performance standards. Participates in defining objectives, reviewing performance, and upholding accountability for the accomplishment of the objectives.
d. Teamwork and Participation: Contributes to strategic planning, performance monitoring, and major program decisions of the technical teams. Demonstrates ownership of the teams' plans, performance, and decisions.
Proactively participates in the team processes and activities. Includes other team members, customers and partners and assists in their understanding and participation in teamwork and the team's goals, performance, and decisions. Assumes responsibility for specific results assigned by the team.
e. Valuing Diversity: Understands and respects the various work groups and team members without stereotyping. Understands and respects the role of customers and partners. Realizes the synergy and benefits of differing backgrounds and skills to accomplish our strategic goals. Uses the synergy of core and extended teams to plan and works together to achieve results while accepting accountability for his/her own actions.

C. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

1. Education: Bachelor degree in Accounting, Finance or Business Administration or comparable quantitative field or an equivalent certificate.

2. Prior Work Experience: From one to three years of entry level experience in either professional accounting or financial management or auditing desired. Prior experience with the US Government is also highly desirable.

3. Post Entry Training: Specialized on-the-job training and courses in US Government accounting, USAID financial management, financial analysis, audit management, internal controls and contracting are required. On-the-job training on USAID financial management and accounting software is required.

4. Language Proficiency: Level III in English and IV French is required. Strong writing skills are essential.

5. Knowledge: An entry level knowledge and understanding of professional accounting principles, theories, practices and terminology, as well as, the principles and accepted practices of governmental and business finance, accounting, budgeting and reporting is desired. An entry level knowledge of the Federal Acquisition Regulations, contract/grant cost principles and administrative requirements, audit management procedures, as well as, other regulations and procedures associated with USAID financial management, is desired. A basic understanding of how USAID projects are designed, developed, implemented and evaluated is preferred and ability to quickly learn and perform at higher levels. Basic knowledge of relevant Senegal laws, regulations and procedures is desired

6. **Skills and Abilities:** Must be able to review and constructively critique basic technical and financial data orally and in writing, and a quick learner to take on more complex data as quickly as possible in order to perform at higher levels. Ability to perform in a team spirit and to

maintain cordial and professional relationships with USAID, host government and contractor/grantee personnel under the supervision of FA. Should be able to assimilate, distill, prioritize and present varied and basic processing and spreadsheets. Ability to use computer-based analytical programs and the USAID data management systems is highly desirable.

D. POSITION ELEMENTS

1. **Supervision Received:** The Supervisor of Payments is the immediate supervisor. Assignments may also be received from the Deputy Controller, Chief Accountant, Controller and Financial Analysts. In-depth supervision is required for the entry level FA position and the incumbent is expected to present problems and issues to the FA for action and guidance. The Program and Contracting office activities reviewed by the FA guide the day-to-day work of the incumbent. The Program and Office Chiefs, the Contracting Officer and the project staff provide 360 input for the FA and the Controller's use in performance evaluations.

2. **Available Guidelines:** The USAID Automated Directives System; USAID guidance on Financial Analysis, International Accounting Standards, the Foreign Affairs Manual, the Federal Acquisition Regulations, AID Acquisition Regulations, Code of Federal Regulations, OMB Circulars, Acquisition and Assistance Policy Directives, Department of State Standardized Regulations, IG Guidelines including the Yellow Book, the Comptroller General Decisions, Mission Orders and other applicable guidance.

3. **Exercise of Judgment**: Basic judgment is required in reading and understanding guidelines, general and specific financial, accounting, auditing and administrative principles which is interpreted and applied to programs and projects. When work plan performance concerns emerge, the incumbent must consider alternative solutions in coordination with FA, and then select and implement corrective steps. The incumbent is with FA, and then select and implement corrective steps. The incumbent is expected to continue to improve judgment in performing day-to-day duties.

4. **Authority to Make Commitments:** As a PSC employee is not authorized to commit the US Government to the expenditure of funds.

5. **Supervision Exercised:** None

6. **Nature, Level and Purposes of Contacts**: Maintain regular mid to senior level contacts with host country government, contractors, grantees, CPA firms and business officials for the purpose of obtaining information and explaining USAID policies and procedures under the supervision of the FA. Contacts with grantees and contractors are maintained for the purpose of evaluating their ability to exercise financial controls, maintain fiscal integrity and for assisting them in doing so. Contacts with project manager's assistants, technical team leaders, contracting staff, and other Mission personnel are maintained to obtain and provide financial-related information, explain regulations and procedures, and resolve problems under the supervision of the FA.

7. **Time Required to Perform Full Range of Duties:** One year after entry into the position

HOW TO APPLY: Interested applicants with existing Senegalese Work Permits or who possess Senegalese Work Permits **MUST** submit a complete application package which includes:

- A cover letter,
- An OF-612 form (form can be found on this web site: http://senegal.usaid.gov under "doing business with USAID - Job Opportunities – Application form") and
- A detailed resume plus 3 References.
- Hard copies of relevant degrees.

All the above mentioned documents are **REQUIRED** and must be prepared in English and should be addressed to:

Human Resources Management. Specialist
Routes des Almadies
B.P. 49 - Dakar, Senegal
Email address: usaiddakar-hr@usaid.gov

Deadline to receive applications: June 21, 2014

EQUAL EMPLOYMENT OPPORTUNITY: 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. USAID/Senegal 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.

Cleared by:

James Redder, Controller : _____ Date: 6/3/14

Samuel Carter, Supervisory REXO: Samuel Carter Jr Date: JUN 03 2014