

**AMERICAN EMBASSY  
DAKAR, SENEGAL  
VACANCY ANNOUNCEMENT**

**JOB ANNOUNCEMENT NUMBER: DKR-2012-010**

**OPEN TO:** All interested candidates  
**POSITION:** Financial Management Analyst FSN- 9/ FP5 **Developmental Level FSN8/ FP6**  
**OPENING DATE:** July 26, 2012  
**CLOSING DATE:** August 06, 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 **Financial Management Analyst**

*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](mailto:PersonnelDakar@state.gov).*

**13. Basic Function of Position**

Incumbent serves ~s a member of the Budget and Accounting Section of the Financial Management Center. The incumbent is involved in accounting maintenance, budget preparation, and financial planning and analysis. The volume, quality and timeliness of the incumbent's work must conform to accepted professional accounting standards and meet ICASS service standards.

**14. Major Duties and Responsibilities**

The incumbent works as a member of the Budget and Accounting Section and participates in budget preparation, budget execution, financial planning, analysis and accounting control. The quality of incumbent's work must conform to accepted professional accounting standards, and its timeliness must meet established ICASS service standards. The incumbent ensures that the data of his/her accounting portfolio is accurate and meets the integrity standards of the Department of State.

*Budget Preparation: 10%*

Requests and reviews data provided by sections within the Embassy. In preparing each of the diverse budgets within his/her portfolio, the incumbent ensures that the budgeting tools, formats and instructions required by the appropriate Washington office are utilized. Calculates annualizations; incorporates utility and other projections.

*Analysis and Reporting: 10%*

Prepares weekly actual-to-budget reporting to Mission FMOs and senior management. His/her reporting will identify unusual variances and/or spending trends that may be of concern and analysis of their impact. Participates in meeting ad -hoc reporting requests from senior management and Washington.

*Customer Service: 15%*

Fields general inquiries from Mission agencies and employees concerning budgets and funding, and responds in a timely manner. Works closely with FMC's vouchering and cashiering units to facilitate their workflow and maintain procedural consistency; with GSO and Mission staff with regard to purchase requisitions and travel orders, and with HR on personnel actions.

*Maintenance: 55%*

Responsible for the proper maintenance of all accounts that is critical to well-managed funding. The incumbent participates in the effective:

- ~ Obligation of funds with standardized descriptions
- ~ Analysis and correction of unprocessed transactions
- ~ Review and, if appropriate, deobligation of unliquidated obligations
- ~ Clearing of 477 charges
- ~ Tracking of actual expenses, particularly under leases, utilities and education allowance

*Other Duties as Assigned: 10%*

Maintains subscription of services, workload counts, and time allocation files. Keeps the ICASS Matrix current; tracking NSDD-38s and partial-year invoices, and assisting in the preparation of presentations to the ICASS Council.

## **Qualifications Required For Effective Performance**

### **a. Education**

University degree in Business Administration, Commerce, Accounting, Financial or any Management-related program.

### **b. Prior Work Experience**

Four years of experience in accounting, finance or budget. Strong PC skills, including Excel, Word, and Power Point.

### **c. Post Entry Training**

RFMS/Momentum, ICASS, ARIBA and RABIT.

### **d. Language Proficiency:**

List both English and host country language(s) proficiency requirements by level (//, //1) and specialization (*sp/read*). Level IV reading and speaking in English and French.

### **e. Job Knowledge**

Knowledge of the Principles of Appropriation Law, 3 FQAM, 4 FAM, 4 FAH, 14 FAM, DOS Standardized Regulations, management of charts of accounts and financial reporting. Familiarity with procedures of services and non-serviced agencies preferred.

**f. Skills and Abilities**

Skilled in deadlines tactfully with all levels of Mission personnel, Washington, Charleston and external contacts. Strong, effective management. Highly-organized and self-starter.

**16. Position Element**

**a. Supervision Received**

Minimal supervision required due to high level of professionalism. Seeks counsel, when appropriate, from the Senior Financial Management Analyst and/or the Supervisory Financial Specialist.

**b. Supervision Exercised**

N/A

**c. Available Guidelines**

FAM, FAH, Principles of Appropriation Law, Comptroller General's decisions, application software procedure manuals, etc.

**d. Exercise of Judgment**

Works independently and ensures that the Mission's budget analyses are well conceived and that data is accurate and timely.

**e. Authority to Make Commitments**

Must ensure that obligations are legally correct and in accordance with USG's financial regulations prior to committing funds.

**f. Nature, Level, and Purpose of Contacts**

Contact with all levels of DOS and other agency staff within the Embassy. Deals with a wide array of staff in AF and Charleston.

**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: August 06, 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.

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