

**AMERICAN EMBASSY  
DAKAR, SENEGAL  
VACANCY ANNOUNCEMENT**

**JOB ANNOUNCEMENT NUMBER: DKR- 2012-07    READVETISED**

**OPEN TO: All interested candidates**

**POSITION: Senior Financial Specialist/ Alt Certifying Officer FSN-10/ FP-5 Developmental Level FSN9/ FP5**

**OPENING DATE: June 29, 2012**

**CLOSING DATE: July 13, 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 **Senior Financial Specialist/ Alt Certifying Officer**

*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) .*

**BASIC FUNCTION OF POSITION**

Incumbent serves as member of the Allowances, Payments, Payroll, and Travel & VAT Recovery Section of the Financial Management Center (FMC). Incumbent is responsible for organizing the section to ensure that current workload and payments are processed promptly and accurately in accordance with ICASS standards and that correct procedures are used. Incumbent also oversees the processing of payroll, V AT recovery efforts, allowances, and travel policy and procedures for the Mission.

**Major Duties and r responsibilities**

*(See Addendum)*

**Qualifications Required For Effective Performance**

**a. Education**

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

**b. Prior Work Experience**

Six years experience in one or more aspects of financial management or a work environment that includes an aptitude for figures and/or detail -related duties such as accounting, disbursing, book keeping, finance or business administration.

**c. Post Entry Training**

Training in all aspects of Momentum and COAST systems, FMC regulations, State 4-F AM general Momentum applications, E2 travel application, word processing and spreadsheets. Training and passing Voucher Examiner Course and Customer Service Course, and supervisory training. Course on "How to be a Certifying Officer" PA 191 "Principles of Federal Appropriations Law."

**d. Language Proficiency:** List both English and host country language(s) proficiency requirements by level (*I, II*) and specialization (*sp/read*). Level IV reading and speaking in English and French

**e. Job Knowledge**

Incumbent must have knowledge of Foreign Affairs Manual, Standardized regulations and Federal 'travel Regulations as well as local payment regulations. Knowledge of fiscal data, ICASS standards, and

funding processes of financial software (Momentum).

**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 LES Supervisory Financial Specialist and/or Financial Management Officer.

**b. Supervision Exercised**

Directly supervises four Voucher Examiners (grade 7). Provides guidance and motivation, encourages in initiative and promotes productivity.

**c. Available Guidelines**

Momentum Procedures Manual, COAST manual, FMC operational procedures, 4FAM and FAI-I, 6 FAM, 2FAM, 5FAM, Treasury Fiscal Requirements Manual, comptroller General's decisions and managed agency's handbooks, Standardized Regulations and Appropriations Codes. 5 F AM Records Management. Travel Regulations and local Treasury Department, VAT Reimbursement guidelines.

**d. Exercise of Judgment**

Works independently and on own initiative to produce complex vouchers and reports as required for serviced agencies. Determines correctness and legality of all payments certified, distributes work assignments, sets priorities and deadlines.

**e. Authority to Make Commitments**

Verifies the availability of funds prior to committing agencies funds. Has certifying authority.

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

Contacts with all levels of USG and LES personnel as well as personnel in Treasury, AF Bureau, and the Global Charleston Financial Center in meetings, on the telephone and in writing. In specific cases, has contact with local and international business and government personnel.

**g. Time Expected to Reach Full Performance Level**

One year

***ADDENDUM I***

**14. MAJOR DUTIES AND RESPONSIBILITIES**

40%

Incumbent is responsible for organizing the team to ensure that current workload and payments are processed promptly and accurately in conjunction with the Global Financial Services Center (GFSC) Post Support Unit (PSU) in accordance with ICASS standards and the correct procedures. Incumbent reviews the FMC voucher log on pending and processed vouchers. Incumbent manages voucher examiners charged with maintaining allowance issues for diplomats and eligible family members, V AT recovery, and payroll processing for post. Reviews payroll submissions to ensure accuracy and timeliness within USG / GFSC / and Post requirements. Based upon this review, incumbent will take appropriate disciplinary action against employees not meeting the standards. Incumbent is required to determine priorities and shift the resources of the team to meet any deadlines, which may include filling a position due to illness, gaps and/or vacation. Incumbent should be prepared to provide guidance on the proper handling of the more difficult types of payments. Position is responsible of drafting and reviewing with each person the annual performance evaluation reports of the 5 employees directly supervised. Any minor or major personnel conflicts which directly affect the production of the team must be resolved by this position. If

resolution of the conflict is not possible, incumbent is responsible for seeking out higher authority and working with all parties to resolve the conflict.

15%

Incumbent provides a contact print for all inquires and/or problems concerning vouchers, payments, payroll, travel, and V AT recovery. Incumbent interacts with all USG and LES personnel (Embassy) as well as local business vendors to field, handles and resolves related voucher payment questions. Incumbent also accompanies specific voucher examiners to any meeting where voucher problems are to be discussed. If necessary, acts as liaison with supervisor to initiate solution to voucher problems.

15%

The incumbent serves as alternate Certifying Officer he/she reviews and certifies the vouchers within his/her limit of \$1 0,000 per voucher established by the Department. Certifies vouchers for approximately 36 agencies at post. The incumbent determines correctness and legality of all vouchers before certifying for payments and assumes personal fiduciary responsibility for all payments certified. Ensures that competent authority has initiated procurement action, that obligation has been established, that payment is legal and in accordance with agreement, that the payment will not be a duplication, that cash, trade, quantity, or other discounts have been taken, and if not reasons are stated in document, that goods or services received were in accordance with the agreement as evidence by receiving reports, that appropriation or fund from which the payment will be made is available for that purpose, that special certificates, such as certificates of authenticity, certificates of guarantee or warranty, etc, are furnished, if needed, that provisions of the Prompt Payment Act have been met including assessment of penalties or taking of discounts as appropriate, that product/service has been delivered or performed, that proper forms of documentation are used, that the currency amount and name of payee are correct, that all applicable deductions are made and credited to the proper account in the correct amount.

10%

V AT Reconciliation: The incumbent works closely with the Accounting Section and Cashier Section to ensure that all V AT charges are submitted quarterly. The Incumbent must prepare a monthly reconciliation report by the 15th of each month showing the status of VAT. The timely and accurate processing of these reports is critical for ensuring that all V A T payments by the U.S. Government are being recovered USDH diplomats stationed in Senegal.

10%

Performs final audit on all voucher payments processed outside of PSU prior to and after VADR's have been input into the RFMS. The incumbent reviews the most complex and large payments invoices against contractual terms to ensure that billing is correct. If there are differences, determines why and if necessary, withholds payments and advises payee. Position is responsible for securing new documentation and entering it into RFMS. Incumbent also cancels duplicate checks/payments and if necessary, prepared documentation to support cancellation.

Incumbent must be prepared to lead the process of cutting manual checks, if necessary, to support payment of vouchers in the event of RFMS failure.

10%

Position is responsible for all training of voucher examiners in the managed areas. This also includes cross-training voucher examiners to provide the team with coverage and ensure an even workflow during vacations or a prolonged illness. Training incorporates all phases of voucher examination work and the use of the RFMS. Other duties as assigned.

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

**CLOSING DATE FOR THIS POSITION: July 13, 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.