

**AMERICAN EMBASSY
DAKAR, SENEGAL
VACANCY ANNOUNCEMENT**

JOB ANNOUNCEMENT NUMBER: DKR-2013-005

OPEN TO: All interested candidates
POSITION: Voucher Examiner/Alt Class B Cashier FSN-8/ FP-6
OPENING DATE: November 07, 2012
CLOSING DATE: November 21, 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 **Voucher Examiner/Alt Class B Cashier.***

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

BASIC FUNCTION OF POSITION

As Voucher Examiner, the incumbent is responsible for processing accurately, timely and within ICASS standards, vouchers for serviced agencies in the Mission. Incumbent must be thoroughly familiar with information and appropriateness of the expense as well as each agency's complicated accounting systems and be able to spot errors within the fiscal strip code on the vouchers. Incumbent is responsible for examining each document for correct fiscal data. This involves an extensive knowledge of the complicated Momentum System, Regional Financial Management System, E2 Travel and proper procedures for inputting vouchers, collections and deposits into the accounting system. Payments must be made within ICASS standard time frames and via electronic funds transfer (EFT). Once the documents are entered, the incumbent prints the Undisbursed Voucher Detail Reports and assembles them for certification by the Certifying Officer. As Alternate Class B Cashier, incumbent is responsible for operating an imprest fund of approximately USD 28,000.00 in both U.S. and local currency for Dakar and Bissau. The cashier is an accountable employee and is personally responsible for safeguarding U.S. Government funds and supporting documentation. Serves as the alternate contact for the Mission's local banking partner. Processes cash and non-cash transactions, including collections, payment of travel advances, vendors, MRV collections, purchases of goods, and accommodation exchange for special visits. Completes daily work within scheduled working hours. Process and reconcile reports from the Global Financial Services Center (GFSC) and check reimbursements. Audit with data entry of cashier vouchers and collections into COAST.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

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

b. Prior Work Experience

Three years experience in one or more area within financial management and/or cashing. Strong PC skills, including Excel, Word, and Power Point.

c. Language Proficiency

Level III English and French (written and oral)

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.

POSITION ELEMENTS

a. 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.

b. Nature, Level and Purpose of Contacts

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

c. 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 shortlisted 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: November 21, 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.