

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 29 -2012

OPEN TO: All Interested Candidates within and outside of the Mission

POSITION: Financial Management Specialist

OPENING DATE: October 16, 2012

CLOSING DATE: October 31, 2012

WORK HOURS: Full-time; 40 hours/week

GRADE: *Not-Ordinarily Resident: FP-05 (To be confirmed by Washington)
*Ordinarily Resident: FSN-9

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

SEE DEFINITION FOR "NOT-ORDINARILY RESIDENT" BELOW.

The United States Embassy, Freetown is soliciting applicants for the position of "Financial Management Specialist". The position is located in the Management Section and reports to the Management Counselor.

FUNCTIONS OF THE POSITION:

Designs, implements, manages, and controls post's financial services (including ICASS) system, involving budgeting, accounting, vouchering, receivables, and fiscal advisory services to the Mission. Is post's expert and advisor on the ICASS systems as to services, charges and budget documents.

Plans, organizes, supervises, and reviews the day-to-day work of the Voucher Examiners, and provides technical guidance to the Embassy Cashier as necessary. Reviews vouchers for legality, accuracy in coding, and proper categorization of expenses. Reviews and records other financial transactions from a variety of documents, such as purchase orders, journal vouchers, transfers between appropriations, liquidation reports, and travel authorizations; determines the authenticity of each obligation and funds availability, assigns fiscal codes appropriate to all types of expenditures.

Reconciles cuff records and the RAMC P-62 status of obligations and RAMC P-60 for all

operating allotments i.e. DS, FBO, PROG, ICASS, PD and Representation; reviews obligations and liquidations to ensure accuracy on quoted amounts and classifications; monitors, evaluates, and reports on recurring expenses of mission (such as electricity, water, telephone, rental and payroll charges,) reconciling vendors invoices and statements to post records.

Prepares cables for obligations and request for checks, updates, corrects, adjusts and drafts all budgetary/control records for the representation allotment, highlighting status of funds to the Management Counselor for the Ambassador, DCM, and CONs. Maintains and controls ORE allocation, ensuring right owner of claims and reviews claims for completeness and accuracy. Maintains and controls FBO, rental M&R and special sub-allotments.

Serves as the overall technical advisor to the Financial Management Officer in charge of the Budget and Fiscal section, as well as to the USAID/FFP/OFDA Directors, when necessary. In the absence of a Budget Officer at post, advises management on all financial aspects of the Mission; including providing inputs on the financial ramifications of management issues. Sets priorities within the B&F office, and provides fiscal guidance to post management on financial impacts of changing priorities.

Prepares ICASS documents and financial plans for submission to the Department.

May serve as Post Certifying Officer in the absence of the principal Certifying Officer.

QUALIFICATIONS REQUIRED

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Completion of University level degree in Business, Economics, or Accounting but, must have a major in accounting.

Experience: Four years of progressively responsible work in accounting, of which two years must have been in the area of budget formulation. One to two years experience in the supervision of budget functions.

English Ability: Level 4 (fluent) in speaking, reading and writing English is required.

Other Criteria: Must be able to acquire thorough knowledge of the following regulations within a reasonable period of time: Knowledge of 4 FAM, 4 FAH, and the budget and fiscal aspects of 3 and 6 FAMs, Standardized Regulations, and other FMO regulatory manuals. Knowledge of regulations and procedures affecting the financial aspects of post management. Must possess and bring in thorough knowledge of accounting principles and techniques.

Other Skills: Must be able to relate funds management with embassy/post's programs and projects. Must be able to understand financial management implications of changes to priorities, tempo, and direction of programs and projects. Must be able to recommend appropriate adjustments to financial plans. Must be able to relate changes

to funding levels brought about by reduction in allotments due to cuts, variations in exchange rates, increased costs of materials and labor etc., and advise Management of program implications. Must be able to interpret regulations and instructions to specific cases.

Interpersonal Skills: Must possess a high level of interpersonal skills in order to be able to gain acceptance of recommendations relative to financial management issues. Must possess high level of skill in articulating (orally and written) complex issues and relationships between functions/program/projects and funding options. Must be able to supervise subordinates effectively to insure effective performance.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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 employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs 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.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html or
2. A current resume or curriculum vitae that provides the same information as a DS-174; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees

earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

The Human Resources Section
(Application for Financial Management Specialist)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076-515-355
HRFreetown@state.gov

by handing a sealed envelope to a guard at the reception post at the American Embassy in Freetown.

Note: Only short listed applicants will be contacted.

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen;

--Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

---Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFMs for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign

service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: October 31, 2012

The US Mission in Freetown 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.