



PEACE CORPS SIERRA LEONE
Freetown, Sierra Leone
Phone: 232.78.200.900

VACANCY ANNOUNCEMENT

POSITION: FINANCIAL ADMINISTRATIVE SPECIALIST

CLOSING DATE: March 27, 2015

LOCATION: Freetown, Sierra Leone

The United States Peace Corps program in Sierra Leone seeks a qualified and motivated candidate for the following full-time position: Financial Administrative Specialist

The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on www.peacecorps.gov.

The Financial Administrative Specialist will work as a full time member of the Administrative Unit supporting the entire Peace Corps Sierra Leone Program.

DUTIES AND RESPONSIBILITIES

- Work under direct supervision of the Director of Management and Operations (DMO);
- Be responsible for the accounting, reconciliation and documentation of all Peace Corps Sierra Leone financial transactions.
- Be responsible for the management of procurement and contracting process for Peace Corps Sierra Leone.
- Coordinates human resource management for local staff including hiring process, salary calculations, payments for insurance and pension, etc.
- Serve as Alternate Class B Cashier.
- Serve as back-up DMO in the absence of the DMO.
- Performs all functions and tasks within internal control guidelines ensuring separation of duties and appropriate control of processes.
- Budget formulation, analysis, implementation and maintenance.
- Finance and Accounting: includes responsibilities for payments, ensuring invoices are correct, proper filing is done, etc.
- Contract Management: adheres to delegated contracting warrant provided by the Chief Acquisition Officer after completion of the Overseas Contract Officer Training. Maintains contracting warrant and follows all contracting requirements per the Overseas Contracting Handbook and other USG policies and regulations.
- Volunteer Support: provides general administrative and financial assistance to support Trainees/Volunteers.
- Receiving officer: Accurate review of goods or services, their accompanying invoices, and the purchase order/contract to ensure that the specifications, quality, amounts, price, timeliness, etc. of the goods are consistent with the terms and conditions of the contract/purchase order after successful completion of the requisite training to perform receiving duties; and
- Manage special projects as assigned.

QUALIFICATION AND EXPERIENCE

Education: Bachelor's degree in Accountancy, Business Administration or comparable degree required.

Professional Work Experience: At least 5 years of progressively responsible experience in accounting, finance and budgeting with significant knowledge in general business administration. Experience in government or private sector accounting including interpretation and use of financial data for informed decision-making and the efficient and optimal use of resources. Experience in financial management work that involved the preparation, justification, or management of an organization's budget.

Skills and requirements:

- Excellent interpersonal communication and organizational/time management skills.
- Proactive attitude and flexibility.
- Ability and willingness to follow directions and training from supervisors.
- Polite manners, professionalism and sense of discretion under all circumstances.
- Experience working in a cross-cultural setting as a part of an intercultural team.
- Demonstrated ability to manage budgeting processes from budget creation to completion.
- Ability to recommend solutions on financial, administrative and human resource issues.
- Ability to work under time restraints and manage many projects.
- Proficient in Microsoft Office computer applications, particularly Excel.
- Resourceful in researching matters on Federal and State Department regulations, Local labor law, Peace Corps Manual, and Overseas Financial Management Handbook prior to rendering recommendations to the DMO.
- Ability to communicate verbally and in writing in clear and concise English.
- Ability to contribute to the process improvements by assessing, analyzing and recommending solutions.
- Effective coordination with Admin Staff and other PC units, key departments in U.S. Embassy, PC/W staff, and external parties in achieving specific objectives.

Application Deadline: March 27, 2015

How to apply:

Required Documentation for Application

1. Cover letter addressing candidate's qualifications for the position.
2. A current resume or curriculum vitae.
3. The names and contact information for 3 current references who can attest to work experience and interpersonal skills.
4. A copy of your current Identification (ID) or Driver's license.

Please note:

- ✓ Only individuals selected for an interview will be contacted.
- ✓ Interviewees must provide documentation of diplomas, certificates, etc. prior to the interview.
- ✓ All experience, skills, qualifications, and references will be verified.
- ✓ Contract is contingent on a security background and medical check.

Applicants for the Financial Administrative Specialist position may send their application to SL01-pcjobs@peacecorps.gov . Please include "Ref: Application for Financial Administrative Specialist" in the subject line. Additionally, hard copies of applications can be sent to:

Director of Management and Operations
Peace Corps/Sierra Leone
34 Old Railway Line
Signal Hill
Freetown, Sierra Leone

Peace Corps reserves the right to consider applications from this announcement within the next six months.