



USAID | SOUTH SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-11-011(Juba)

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.

POSITION: Two Financial Analysts.

OPENING DATE: Tuesday, August 12, 2011

CLOSING DATE: Monday, August 26, 2011 - max. 4:30 p.m.

WORK HOURS: Full-time; 40 hours/week

SALARY & GRADE: FSN-11 (Development Level)

In-house candidates must apply through their supervisors.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

USAID South Sudan is seeking qualified individuals for the positions of Financial Analyst at USAID Juba.

BASIC FUNCTION:

The incumbent analyses and advises on complex financial aspects of developing, designing, implementing and evaluating projects under USAID/South Sudan and Office of Financial Management jurisdiction; provides guidance in conceptualizing and implementing mission internal Control Assessment; designs and conducts financial and operational reviews of host country organizations and other grantees; and advises on appropriate steps to be taken to implement and resolve audit findings and recommendations. Travel is required in order to perform assigned duties.

Major Responsibilities:

1. (i) Analyzes and makes recommendations on the general financial feasibility of projects, adequacy of project dollar and local currency budgets, alternative sources of financing, total costs over the life of project and project financial reporting.
(ii) Conducts financial reviews of prospective partners to determine the adequacy of their accounting systems and internal controls, their financial status and institutional capability to implement programs and manage USAID resources .In cases where systems are deficient and need improvement gives appropriate advice or makes appropriate recommendations for technical assistance.
(iii) Performs financial analyses including cost benefit, least cost, cash flow and financial statement ratios. Performs Temporary Duty (TDY) to project sites and backstops Strategic Objectives (SOS) on day to day financial issues. (35%)
2. (i) Prepares financial sections of project papers, agreements,

Implementation letters and other project documentation, and reviews and comments on financial information submitted by approved Implementing Institutions in fulfillment of conditions precedent to disbursement of project funds or in compliance with periodic reporting requirements.

(ii) Monitors financial progress during the life of the projects to identify any deficiencies and determine if earlier deficiencies have been corrected, and to resolve any financial difficulties revealed by project evaluation teams. Also, participates in project evaluations and performs TDYs to conduct assignments.

(iii) Conducts post award financial management training for recipients on individual basis during TDY or in organized workshops.

3. Performs special detailed financial reviews of organizations whose expenditures are less than the audit threshold as established by the Inspector General, and Field operations of US based Organizations.

- (i) Assesses internal control procedures, applications and weaknesses for the Mission and coordinates preparation of the Management Control Plan (MCP). Reviews all significant changes in systems and procedures to help coordinate sound practices and adequate internal controls, and contributes to maintaining a complete written systems and procedures manual for USAID/South Sudan Office of Financial Management based upon authorized changes as they occur.
- (ii) Performs internal audits on data Integrity and advises on corrective action to be taken.
- (iii) Attends Mission, RIG/A, and Recipient-contracted Audit entrance and exit conferences; reviews scopes of work for Mission and Recipient-contracted Audit and Financial Management Reviews. Reviews draft and final audit reports for audits performed by Independent Auditors and Auditor General; ensures that open audit recommendations resulting from final audit reports are resolved and closed in a timely manner; maintains comprehensive audit files and coordinates responses to audit queries from the Auditors, RIG/P or Recipients.
- (iv) (ii) Coordinates FMFIA and pertinent aspects of MCRC deliberations; prepares Management Control Assessments (MCA). Prepares regular USAID/W reports (such as Buy America).
- (v) Conducts reviews of records for contract and project closeout, indicates what corrective actions are required prior to final closeout and documents the review process

QUALIFICATIONS REQUIRED:

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

--**Education:** Bachelor's degree in Accounting, Finance or Business Administration. Additional education at the graduate level or being a Certified Public Accountant is preferred.

--**Prior Work Experience:**

The Financial Analyst is required to have four to six years of progressively more responsible experience in professional accounting, financial consulting or auditing. Audit experience is preferred.

--**Language Proficiency: (This will be tested)**

	Speaking	Reading	Writing
English:	Fluent Level IV	Fluent level IV	Fluent level IV

--**Skills:**

Skills and Abilities

- (i) Have unusual ability to detect the financial strength and weakness of projects, and able to make independent judgment on institutional capabilities and adequacy of accounting systems and controls.
- (ii) Be able to develop and maintain contacts with high level officials of USAID/South Sudan recipients and host country institutions selected to implement projects.
- (iii) Be fully conversant with all USAID audit requirements in order to effectively act as the Mission audit official. In this capacity, the Financial Analyst closely interacts with both implementing partners, CPA firms and the RIG office in Pretoria in order to ensure full compliance with Agency requirements. This highly demanding role dictates that the Financial Analyst has to have excellent technical and communication skills to work with other senior professionals in effectively directing and monitoring USAID audits, and in ensuring timely resolution and closure of audit recommendations.
- (iv) Be able to provide financial information in a user friendly manner to meet the needs of a varied audience

The Financial Analyst has to:

- (i) Have a thorough knowledge and understanding of professional accounting principles, theories and terminology as well as the principles and accepted practices of governmental and business financial accounting, budgeting and reporting is required.
- (ii) Be completely familiar with financial analysis techniques, and have a thorough knowledge of how AID projects are designed, developed, implemented and evaluated.
- (iii) Be conversant with the Agency's policies and procedures contained in the relevant ADS and other guidelines.

- (iv) Be familiar with the host country's financial management policies and procedures including legislations such as value added tax (VAT), income tax, non-governmental organization (NGO) legislations, etc.

SELECTION PROCESS:

- Applicants must be eligible for appointment under local government laws and regulations.
- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
- Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.

ADDITIONAL SELECTION CRITERIA:

1. Current employees serving a probationary period are not eligible to apply.
2. Current Ordinary Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their recent Employee Performance Report are not eligible to apply.

TO APPLY:

Interested individuals for this position should submit **ONLY** Form DS-174. This form is available on US Embassy web site: http://sudan.usembassy.gov/job_opportunities.html or Deliver one copy to: U.S USAID/Juba applications Box is outside Consular Entrance.

Additional Application Instructions

- DO NOT attach any additional or supporting documents such as certificates, licenses or awards.
- RESUMES will NOT be accepted.
- INCOMPLETE applications will NOT be considered.
- Completed applications must be received on or before the closing date listed on the Vacancy Announcement. Applications received after the closing date will not be considered

Submitting Your Application

Email completed application only once to: jubahr@usaid.gov.
Subject Line must include Position Title and Vacancy Announcement number.

OR

Deliver one copy to: USAID/South Sudan, Juba. Applications Box is outside Consular Entrance.

Interested individuals for this position should submit **ONLY** Form DS-174. This form is available on US Embassy web site.

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OR

If Selected for Consideration

Only persons selected for further consideration will be contacted and advised of the date and time for interview and testing. English proficiency (oral and written) testing is required. More than one appointment may be necessary. Only candidates attending the interview will be required to provide supporting documentation; for example, ID, licenses, educational certificates. ALL supporting documentation must be in English or translated.

DEFINITIONS

Ordinarily Resident (OR): A South Sudanese citizen or a citizen of another country whose primary residency is South Sudan and who has the required work permit for employment in Sudan.

The US Mission in Sudan is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs