



USAID | SOUTH SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-12-003(Juba)

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

POSITION: Development Program specialist-Budget

OPENING DATE: Thursday: December 01 2011

CLOSING DATE: Friday: January 06, 2012 - max. 4:30 p.m.(South Sudan time)

WORK HOURS: Full time 40 hour per Week.

The United States Agency for International Development (USAID) Juba, South Sudan is seeking applications for the position of Development Program Specialist (Budget) in the Program Office.

JOB SUMMARY:

This position is a senior FSN position with responsibilities that are complex, multi-sectorial and mission-wide for achieving results as a related to core Program Office functions. For example, the budget specialist has the authority to resolve unusual and difficult problems related to annual obligations of an Operating Year Budget (OYB) of approximately \$300 million US dollars, to determine priorities for supplemental funds received, and to ensure that emergency funding is requested to avoid gaps in critical activities on an annual basis. As the Mission continues to grow, it is likely that the position will also include supervisory roles for up to two FSN positions, such as a budget assistant or program assistant.

Under the leadership of the Supervisory Program Officer, the Program Budget Specialist will support the coordination, preparation and submission of the program request and planning budgets and justification to the Embassy and Washington. The incumbent plans, negotiates and manages USAID/South Sudan's annual program budget by aligning foreign assistance objective activities with appropriate foreign appropriations funding accounts. S/he is responsible for supporting the Supervisory Program Officer in ensuring the accuracy of the Mission's program budget, monitoring the status of all sources of funds, and requesting and tracking the allowance of funds by USAID Washington to the field.

Prepares and maintains the Mission's OYB tables and summary budget tables for USAID's portion of the South Sudan Operations Plan and Congressional Budget Justification for submission to Washington.

Provides budget and financial information for Modified Acquisition and Assistance Request Document (MAARD) and Global Acquisition & Assistance System (GLAAS) packages, including scopes of work, justifications for other than full and open competition, and Action Memos, and ensures that all are of high quality, conform to the USAID policies and guidelines, and fit within the Mission's program budget plans.

Assists in providing support, guidance, and necessary training to Development Objective (DO) Teams to ensure compliance with the USAID budget policies and adherence to the Agency's forward funding and other budget and financial rules and regulations thereby facilitating quality program implementation.

Liaises with the Financial Management Office, Office of Acquisition and Assistance and DO Teams to identify financial issues for portfolio reviews.

EDUCATION (20): M.A. or equivalent post-graduate degree in relevant subject area (e.g., business, finance, accounting, economics, or public administration).

EXPERIENCE: (20) Five to seven years of progressively responsible experience in development-related project budgeting for an international organization, with a significant amount of that experience gained from working in developing countries. Experience working in an international organization is highly desirable.

LANGUAGE : (20) Level IV (fluent) in English and local languages (written & oral) are required.

KNOWLEDGE, SKILLS AND ABILITIES: (40) A thorough and complete knowledge and understanding of how to plan, implement and monitor a large, highly complex budget portfolio in accordance with USG regulations. First and foremost, the candidate should have strong analytical capabilities, careful attention to detail, and accuracy in financial and budget planning. Second is the ability to work independently, as well as under pressure, in order to meet accelerated deadlines. Products must be accurate and will often have to be turned around in short timeframes due to the highly visible nature of this program. The incumbent should have strategic thinking skills with the ability to link the qualitative aspects of projects/programs to the quantitative aspects of the budget, which is important in planning and justifying funding requests. Also critical is a demonstrated ability to work cooperatively and be a team player. Discretion and tact are helpful qualities. Finally, superior computer skills are required to accomplish everything outlined above, including Microsoft Excel spreadsheets, PowerPoint presentations, Word documents, Access databases, and the ability to use a computer as an analytical tool.

COMPENSATION PACKAGE

Position Grade Level: FSN-12. Starting salary and grade will be determined on the basis of qualifications, work experience and/or previous/current salary history. The salary range for this position is \$38,477 - \$57,713. In addition, currently there are various allowances amounting to approximately 35% of the salary. For this position the current allowance range is \$13,441 - \$15,692 as per the U.S. Government Local Compensation Plan for South Sudan. Allowance composition and amount may vary in the future.

It is the policy of the United States government to ensure equal employment to all persons without regard to race, color, religion, sex, national origin, age, disability or sexual orientation.

HOW TO APPLY

Applicants are required to submit an application package on the attached Employment Application Form along with a cover letter of interest, which clearly describes individual's qualifications for this position, and their CV to USAID by email to: jubahr@usaid.gov 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:

http://sudan.usembassy.gov/job_opportunities.html or Deliver one copy to: U.S USAID/Juba applications Box is outside Consular Entrance.

Subject line must be: Development Program Specialist-(Budget)

Your application may not be considered without this.

A strong and clear cover letter expressing reason for interest in the position and describing candidate's qualifications and contributions which they can provide to USAID operations are required. The successful applicant must be able to obtain and retain the required USAID medical and security clearances. Applicants who do not provide the required documents stated above and below shall not be considered. Closing date for submission of applications is January 06, 2012, (1630 hrs. Juba, South Sudan time). Please note that only short listed candidates will be contacted for an interview.

Required Documents:

1. Cover Letter of Interest (including vacancy # of the position)
2. An up-to-date Resume/C.V
3. USAID Application Form (to be filled out completely)

Note:

1. Only short-listed candidates will be notified.
2. This vacancy is only open to nationals of South Sudan.
3. Applications submission without the required USAID Employment Forms and supporting documents will not be considered.
4. No in-person appointments or telephone calls will be entertained.
5. In-house candidates must apply through their supervisors.

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ALL ETHNIC GROUPS AND BOTH
GENDERS ARE URGED TO APPLY**