



VACANCY ANNOUNCEMENT

An Equal Opportunity Employer

The U.S. Embassy in Mbabane is seeking an individual for the position of **Budget Analyst** in the Financial Management Office.

NOTE: Applicants ordinarily resident in Swaziland must have the required residency permits to be eligible for consideration

OPENING DATE: January 6, 2012

CLOSING DATE: January 20, 2012

SALARY: Based on the applicant's experience, the grade will be FSN-09 or FSN-08. Non-cash benefits include medical & pension

Basic Function of Position

The incumbent is responsible for handling the United States Government (USG) International Cooperative Administrative Support Services (ICASS), Overseas Buildings Operations (OBO) and Diplomatic Security (DS) portfolio's which includes all Accounting, Reporting and Budgeting responsibilities. This position will be the direct point of contact on any issues pertaining to the listed accounts and be responsible for working with the Financial Specialist, Management Officer (MO), ICASS Working Group/Council, Regional Financial Management Specialist and all serviced agencies. The incumbent reports directly to the Financial Specialist.

Qualifications Required

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Items 1-5 are all required.

1. **Education:** A Bachelor's Degree in Accounting or Budget and/or Financial Management or Business Administration or related field is required.
2. **Experience:** Minimum of five (5) years of progressively responsible experience in Accounting, Budget and Financial management operations is required. **Or;** at least three (3) years of progressively responsible experience in Accounting, Budget and Financial management operations is required
3. **Language:** Level 4 (fluent) English is required. (This will be tested).
4. **Knowledge:** Must have strong financial and analytical background with the ability to interpret financial reports, analyze reports and financial trends. Knowledge of or ability to quickly learn and be familiar with generally accepted accounting principles and practices as used in ICASS and USG appropriations and allotment accounting.
5. **Skills and Abilities:** Must have strong user skills in the suite of Microsoft office products. (This will be tested). Must possess the ability to solve problems and work independently, draft cogent replies to inquiries, and interact with all levels of employees from all agencies.

To Apply: view vacancy announcement at <http://swaziland.usembassy.gov/>

Interested candidates for this position must submit the following: A cover letter, current resume or curriculum vitae, plus any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. Submit applications to U.S. Embassy, Human Resources Office, Central Bank Building, 7th Floor, Mahlokohla Street, P.O. Box 199, Mbabane, Swaziland. **Only short listed candidates will be contacted.**