



Opening Date:	June 19, 2015
Closure Date:	Open until filled (Initial review starts July 6)
Position Title:	Financial Specialist
Salary:	Developmental level starting at \$14,250.72 annually with benefits Full performance level starting at \$17,713.74 annually with benefits

Position Announcement

The United States Peace Corps program in Timor-Leste seeks a qualified and motivated candidate for the following full-time position: **Financial Specialist**

The United Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Timor-Leste to be assigned to Districts to work with communities on development projects. 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 Specialist** will work as a member of the Administrative Unit supporting the entire Peace Corps Timor-Leste Program working under the direct supervision of the Director of Management and Operations (DMO). Duties include:

Major responsibilities include

- 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; and
- Human Resource Management: oversees recruitment, staff performance reviews, local staff benefits, and records management;
- 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.

Desired Qualifications

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. A minimum of 1 year of human resource management experience.

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

Skills and requirements:

- Strong numeracy skills.
- 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, Overseas Financial Management Handbook, Foreign Affairs Handbook and Foreign Affairs Manual 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.

Important! Applicants must clearly describe or demonstrate how they meet each of the above qualifications in a Cover Letter written in English to be considered. Resumes/CVs should not exceed 4 pages. Qualified and interested candidates should send their Cover Letter and Resume/CV by e-mail to easttimorpc@peacecorps.gov. The Cover Letter and Resume/CV should be sent as attachments with the applicant's name in the file names. Applicants should use the following subject line for the email: Application for Financial Specialist.

The Peace Corps is an equal opportunity employer. Closing date: position remains open until filled— applicants should apply by July 6 for priority consideration. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.