

**U.S. Mission to Tunisia**

JOB ANNOUNCEMENT #27/13

September 03, 2013

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**SUBJECT:** Voucher Examiner-Financial Management Office

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**OPEN TO:** All Interested candidates.

**POSITION:** Voucher Examiner/Alt. Class B Cashier, FSN-7/FP-7\*

**OPENING DATE:** Tuesday, September 03, 2013

**CLOSING DATE:** Friday, September 13, 2013

**WORK WEEK:** Full Time; 40 hours/week

**SALARY:** Ordinarily Resident: Gross Salary TD 19,587 per year (Position is graded at the full performance level of Grade: FSN-7).  
\*Not-Ordinarily Resident: US \$39,994 p.a. (Starting Salary)  
(Position Grade: FP-6 is confirmed by Washington)

**NOTE:** ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

The U.S. Embassy in Tunis is seeking an individual to fill the position of Voucher Examiner in the Financial Management Office.

**BASIC FUNCTION OF POSITION:**

Incumbent serves as a Voucher Examiner and as the first (principal) Alternate Class B Cashier.

He/ She will review and prepare vouchers for invoices related to residential and cell phone bills, process Official Residence Expense (ORE) vouchers and payments (Grants & Education) to the American Cooperative School in Tunis (ACST) as well as miscellaneous vendor payments. Incumbent will also process State Diplomatic and Consular Program, PA and MEPI travel and transportation vouchers, as well as payment and check cancellations.

As Alternate Cashier, he/she will back up the Embassy Class B cashier during vacations and other absences. Incumbent will also back up other voucher examiners during absences and is responsible for meeting all ICASS performance standards in the financial management cost centers. The incumbent may be asked to perform other duties as required.

**A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 71-107-320 or 71-107-136 .**

### **REQUIRED QUALIFICATIONS:**

**Education:** University degree in accounting and/or Finance is required.

**Experience:** Three years of experience working in progressively more responsible accounting or bookkeeping positions of which one year must be cashiering experience is required.

**Language:** English and Arabic Level IV (Fluent) is required. Level III French speaking/reading/writing, is required.

**Skills and Abilities:** Must have excellent organizational and interpersonal skills with the ability to keep up with a wide variety of duties

### **SELECTION PROCESS:**

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-174); or a current resume or curriculum vitae that provides the same information as a DS-174; plus
2. Candidates who claim US veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**Do not attach a photo to the application; if applications are received with photos, the photos will be discarded. Incomplete applications will not be considered.**

### **SUBMIT APPLICATION TO:**

E-mail: [TunisApplicants@state.gov](mailto:TunisApplicants@state.gov)

Fax: 71-107-080

Regular mail:

Human Resources Office  
American Embassy Tunis  
Les Berges du Lac  
1053 Tunis, Tunisia

### **DEFINITIONS:**

**1. Not Ordinarily Resident (NOR) -** An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**2. Ordinarily Resident (OR) -** A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: Friday, September 13, 2013**

The US Mission in Tunisia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted, Approved and Cleared in accordance with Post Regulations.

Distribution