



**U.S. Embassy, Abu Dhabi ✧ Human Resources Office**

**VACANCY ANNOUNCEMENT**

**Supervisory Financial Specialist**

**Announcement Number: V-16-042**

**This position is announced at full performance and trainee levels. Applicants, who want to be considered for both vacancy announcements, must apply to each one separately.**

**OPEN TO:** Current Employees of the Mission - All Agencies and/or U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), or Members of Household (MOH) - All Agencies

**POSITION:** Supervisory Financial Specialist (**Full Performance Level**)

**OPENING DATE:** May 31, 2016

**CLOSING DATE:** June 14, 2016

**WORK HOURS:** Full-time 40 hours/week

**SALARY:** Ordinarily Resident (OR): AED 218,225 per annum (Starting Salary) (Benefits are paid in addition to salary) (Position Grade: FSN-11)

For Not-Ordinarily Resident (NOR) in UAE: US \$63,632 per annum (Starting Salary) (FP-4\*)

\*Final grade/step for NORs will be determined by Washington.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Abu Dhabi is seeking eligible and qualified applicants for the position of Supervisory Financial Specialist (Position No.A53031) in the Financial Management Center (FMC).

**NOTE:** Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

**BASIC FUNCTION OF POSITION**

Serves as senior financial advisor and assistant to the Management Counselor and the Financial Management Officer respectively and oversees the Financial Management Center (FMC) staff regarding the expenditure of \$ 60 million in annual funds managed by FMC Abu Dhabi. Performs Alternate Certifying Officer duties including certifying day-to-day cash and non-cash vouchers and formally trains FMC staff in budget formulation, financial plans, budget execution, account reconciliation / reporting, vouchering and payroll. Responsible for the formulation of Mission Wide ICASS Budget (\$30M), ICASS Billing Modules and ICASS invoices which are produced twice a year for 38 ICASS serviced customers at Post (including State). Prepares Employee Performance Reports for 7 FMC Staff, attends ICASS Budget Conferences to represent the Mission and discuss all related issues. Maintains contact with NEA Bureau, Washington ICASS Council and senior USG Agency representatives at Post.

**QUALIFICATIONS REQUIRED**

*Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.*

**EDUCATION:**

- Bachelor degree in accounts, budgets or business management is required.
- Designation as LES Certifying officer from FSC Charleston is required.

**EXPERIENCE:**

- Four years of progressively more responsible USG experience in financial analysis is required. One year (within the four years) prior managerial experience is required

**TRAININGS:**

- Certifying Officer training, ICASS budget training, Voucher Examiner course; Cashier Supervisory course.

**LANGUAGE: (This will be tested)**

- Level IV (Fluent) Speaking/Reading/Writing English is required.

**JOB KNOWLEDGE:**

- Have thorough knowledge of the organizational structure of the State Department and applicable budgeting and funds control operating practices of all US Government Agencies at Post.
- Must have comprehensive knowledge of: 3FAM, 4FAM, 6FAM, Standardized Regulations and Appropriation Law. Travel regulations and other USG agency accounting codes and reporting requirements.

**SKILLS AND ABILITIES:**

- Must understand the financial management implications of changes of priorities, the direction of programs and projects, and be able to recommend appropriate adjustments to financial plans.
- Must know how to operate MS Word, MS Excel, MS Access, Powerpoint and other software packages.
- Ability to master Post's accounting systems, procurement systems, travel systems, payroll and budgeting systems, and USDO cashier monitoring systems like Web ICASS, Web Rabbit, E2, ILMS, COAST, Momentum, WIN T&A and Win ACS.

**HIRING PREFERENCE SELECTION PROCESS:**

When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

**HIRING PREFERENCE ORDER:**

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP\*\*

\* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\* This level of preference applies to all Foreign Service employees on LWOP.

**ADDITIONAL SELECTION CRITERIA:**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. Candidates who are EFM, USEFM, AEFM, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

**HOW TO APPLY:**

**Applicants must submit the following documents to be considered:**

(Failure to do so may result in a determination that the applicant is not qualified).

- **Universal Application for Employment (UAE) (Form DS-174), which is available on our website: <http://abudhabi.usembassy.gov/jo.html>, is mandatory.**
- A resume may be attached but may NOT be used as a substitute for the DS-174.
- Applications submitted after the closing date will not be considered.
- Applications exceeding 1 MB will not be accepted.
- Unless specified above, do not provide us with certifications, photographs, or scans of any documentation at this time. Additional documentation may be requested only if the applicant is selected for an interview.
- **EFM, USEFM, and AEFM applicants must clearly indicate their status in the text and subject line of their application.**
- **List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, Agency, Position, and Location).**
- SUBMIT APPLICATION TO:

[AbuDhabiRecruitments@state.gov](mailto:AbuDhabiRecruitments@state.gov)

(Please note "V-16-042 Supervisory Financial Specialist (Full Performance Level in the subject line of the email)

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission 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.

## **Appendix (DEFINITIONS)**

**Eligible Family Member (EFM):** An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under [3 FAM 3232.2](#); **or**

- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**Not Ordinarily Resident (NOR):** An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and

- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR):** An individual who meets the following criteria:

- A citizen of the host country; or
  - A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
  - Is subject to host country employment and tax laws.
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