



**RECRUITMENT**  
**U.S. EMBASSY SANA'A**

**VACANCY ANNOUNCEMENT NUMBER: 20/14**

**OPEN TO:** All Interested Candidates

**POSITION:** Budget Analyst, FSN-8

**OPENING DATE:** **March 18, 2014**

**CLOSING DATE:** **April 01, 2014**

**WORK HOURS:** Full Time **(40 hours/week)**

**SALARY:** **a) FSN-07 (Trainee Level)** US\$14,708 per year starting salary plus US\$5,400 in benefits and allowances.  
Upon satisfactory completion of trainee period of not less than 12 months and confirmation of the appointment the incumbent will be promoted to **b) FSN-8 (Full Performance Level)** US\$ 16598 per year starting salary plus US\$6,000 in benefits and allowances

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

The U.S. Embassy in Sana'a is seeking an individual for the position of Budget Analyst in the USAID Section.

**BASIC FUNCTION OF POSITION:**

This position is located in the Offices of USAID/Yemen within the U.S. Embassy in Sana'a, Yemen. USAID/Yemen is currently drafting a three-year Country Development Cooperation Strategy for 2013-15 (CDCS) that supports the Yemen Transitional Program for Stabilization and Development (TPSD) 2012-2014. Through a sectoral approach to development, USAID addresses needs in multiple program areas: democracy and governance, education, health, agriculture, economic growth, and humanitarian assistance. Specifically, USAID/Yemen funds programs to strengthen reproductive, maternal and child health care; basic education and literacy; food security; and jobs in a predominantly agricultural economy. USAID also supports the National Dialogue process and electoral reform, as well as public sector capacity building in partnership with other donors, to improve policy and to expand options for longer-term sustainable development.

The incumbent is responsible for managing the Operating Budget roughly \$2.5M in FY2013. This requires an ability to communicate effectively and sometimes negotiate with the Bureau, the Regional Mission in Cairo, and GSO and FMO at post. S/he is responsible for ensuring all expenses are accounted for according

to U.S. Federal laws. S/he also manages USAID government-owned property and is the backstop for personnel logistics and the FM Team on program funds and Phoenix tracking when needed. The incumbent will be under the direct supervision of the Deputy Director of the Program Office.

Please email [hrosanaa@state.gov](mailto:hrosanaa@state.gov) for the complete position description.

**QUALIFICATIONS REQUIRED:**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

A. Education:

University degree in International Affairs, International Development, Business, or related field is required.

B. Prior Work Experience:

A minimum of five years of progressively responsible professional level experience demonstrating increasing responsibility and leadership required, of which at least three must have been with development assistance or grant programs. Demonstration of managing, analyzing, coordinating, and guiding significant project management efforts is desirable.

C. Language Proficiency:

Written and oral fluency in the English language (FSI Level IV) is required.

D. Job Knowledge:

Demonstrated planning and programming skills required. Knowledge of USAID development strategy, policies, regulations, objectives, and procedures preferred. Thorough knowledge of USAID/Yemen strategies, objectives, and priorities in relation to the development of the Yemen economy is also preferred. Knowledge of the USG's legislative process, programming policies, methodology, procedures, priorities and documentation related to development assistance desired. Knowledge of financial and accounting procedures and development outreach and communications is desired.

E. Skills and Abilities:

Excellent analytical and conceptual skills to obtain, analyze, interpret, evaluate data and prepare concise and accurate factual and analytical studies and reports required. Ability to work in a fast paced, team oriented and collaborative environment is important. Computer skills, especially with word processing, excel, spreadsheet design, e-mail, web research, and presentation software required.

### **SELECTION PROCESS:**

When fully qualified, U.S. citizen eligible family members (USEFMs) and U.S. veterans are given preference. Therefore, it is essential that the candidate specifically 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 Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not Ordinarily Resident (NOR) 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.
6. The candidate must be able to obtain and hold **FSN security clearance**.

### **TO APPLY**

Interested candidates for this position must submit the following for **consideration** of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
6. Application must be received by the closing date specified on the announcement. Applications received after this date will not be considered.
7. Applications are **only** accepted in English.

### **SUBMIT APPLICATION TO**

Human Resources Office  
Dahr Himyar Street, Sa'awan, Sana'a Yemen

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

**CLOSING DATE FOR THIS POSITION: April 01, 2014**

**Embassy Sana'a maintains a drug-free workplace.**

The US Mission in Sana'a 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.

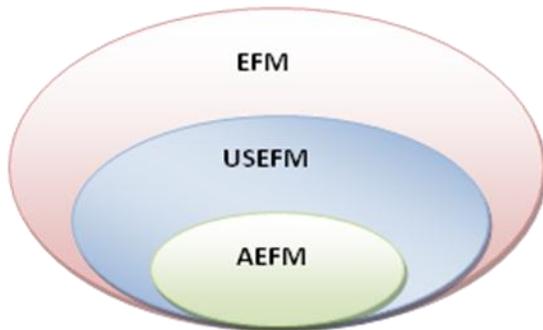
The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices,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

Drafted: HRS- Sistorla

Cleared: TPD: THalmrast-Sanchez

Approved: HRO: RColes

## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, 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.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, 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 at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **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 U.S. Social Security Number (SSN).

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

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No; if yes, provide number*)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References