



American Embassy

Subdivision 694/Stand 100,
Kabulonga District, Ibex Hill Road
P.O Box 31617, Lusaka District, 10101, Zambia

OE ACCOUNTANT/BUDGET ANALYST

- OPEN TO:** All Interested Candidates/All Sources
- POSITION:** OE Accountant/Budget Analyst, FSN-10-; FP-5*
- OPENING DATE:** February 29, 2012
- CLOSING DATE:** March 14, 2012
- WORK HOURS:** Full-time; 40 hours/week
- SALARY:** Ordinarily Resident (OR): ZMK 173,658,312.00 p.a. (Starting salary) (Position Grade: FSN-10); *Not-Ordinarily Resident (NOR): \$56,323.00 USD p.a. (Starting salary) (Position Grade: FP-5)

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

The U.S. Embassy in Lusaka is seeking an individual for the position of OE Accountant/Budget Analyst in the USAID/Zambia's Controller's Office.

BASIC FUNCTION OF POSITION

The incumbent prepares budget projections and requests based on analysis of staffing levels, proposed funding levels, changing economic environment and Mission/Agency trends, determines appropriate funding source for various OE and Trust Fund expenditures and ensures that obligations and disbursements are attributed to proper accounts. Duties include, but are not limited to, the following:

1. Process financial documentation for all OE and Trust Fund resources including attestation of funds availability. Maintain current accounting files and records for all OE and Trust Fund obligations, this includes agreements, contracts, purchase orders, travel authorizations and travel requests and other documents submitted for obligation of USAID funds.
2. Periodically reviews, with EXO management, all OE funded obligations to ensure their validity; initiate action to de-obligate as necessary and monitor aging monies; advise on timely utilization of such monies under the 5-year rule.
3. Performs section 1311 review of OE and Trust Funds and take necessary corrective actions to de-obligate any excessive balances in collaboration with EXO. Analyzes a wide variety of documents, including AID/W and CFSC reports of collections and disbursements.
4. Prepares OE budget status and projections in collaboration with the Controller and the Executive Office, using detailed forecasts and analysis of expenditures, prior cost information and planned actions, and funds.
5. Prepares special budget reports as assigned for USAID/W and internal Mission use. Obtains input from the EXO and other Mission offices and uses this information to prepare the OE budget submission. When the approved OE budget is received, executes and monitors the budget.
6. Advises management through reports and special studies on the progress of financial plans, funds requirements, and opportunities to effect savings, and alternative suggested allocations to cover

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budgetary shortfalls. Directs budgetary control functions and coordination of cost estimation with accounting operations, including assembly and evaluation of planned costs, and management of financial allocations during the period of budget execution.

QUALIFICATIONS REQUIRED

The successful candidate must address the following with specific and comprehensive information supporting each requirement:

1. A university degree in accounting, finance, or business administration or its equivalent (i.e. at least four full years) in type and level of responsibility in public or private accounting practice is required.
2. Four to six years of progressively responsible experience in professional accounting or auditing when in possession of a degree. Eight years experience if not holding a university degree is required.
3. Level IV (fluent) English ability is required. Language proficiency will be tested.
4. Comprehensive knowledge of accounting principles and financial analysis techniques is required.
5. Thorough knowledge of USAID laws, regulations and accounting systems is required.
6. Excellent writing and oral communication highly developed analytical and planning skills are 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 U.S. 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 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.
6. The candidate must be able to obtain and hold a Background Security Certification.

TO APPLY

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

1. Universal Application for Employment (UAE) 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; **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.

SUBMIT APPLICATION TO

Executive Office
USAID/Zambia
Embassy of the United States of America
Subdivision 694/Stand 100

Kabulonga District
Ibex Hill Road, Lusaka District
P.O. Box 32481
Fax: (260) 211-357000

Email to: EXOZambiaHR@usaid.gov (Emailed applications preferred, but not required.)

POINT OF CONTACT

Telephone: 357-000 extension numbers 7161, 7187.

CLOSING DATE FOR THIS POSITION: March 14, 2012

The U.S. Mission in Lusaka 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.

DEFINITIONS

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).

Only short listed candidates will be contacted.