



American Embassy

Corner of Independence and United Nations Avenues
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PEPFAR FINANCE & OPERATIONS SPECIALIST

The U.S. Embassy in Zambia invites applications from suitably qualified and experienced individuals to fill the position of PEPFAR Finance and Operations Specialist in the Mission's Executive (PEPFAR Coordination) Office.

CONDITIONS OF EMPLOYMENT

The employee will work on a full-time, 40 hours/week basis and compensated based on the Embassy's Local Compensation Plan – FSN 10, with a salary ranging from ZK 173,658,312 to ZK 261,849,168. The successful FSN candidate may start at a training level of Grade 9 with a salary ranging from ZK 126,085,897 to ZK 196,968,342 for a period of 52 weeks OR FP equivalent – FP 05 with a salary ranging from \$ 50,043 to \$ 73,490.

MAJOR DUTIES & RESPONSIBILITIES

The PEPFAR Finance and Operations Specialist is responsible for PEPFAR operations and finance support services and ensures high quality support and expertise that meets PEPFAR and program staff needs. S/he Formulates and monitors the PEPFAR budget (approximately \$300 million /year), procurement, administration, logistics, and IT issues within the PEPFAR Office while leading the development and implementation of appropriate systems in these areas, ensuring proper implementation and adherence to USG and PEPFAR Zambia policies, procedures and guidelines. S/he will also be a key participant in the Country Operational Plan (COP) process ensuring the provision of relevant and timely financial data and as a member of the Coordination Office leadership team, s/he is expected to contribute to policy or management related decisions and actions. S/he will develop and manage the utilization of work tools including spreadsheets and databases that track the flow of COP development, reconciliation of budgets with available resources. The incumbent will be responsible for promoting effective interagency communication within the PEPFAR Zambia Country Team.

REQUIRED QUALIFICATIONS

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

- Bachelor's degree in Financial Management, Accounting, Management or Business Administration is required.
- Three years experience in finance and operations, with particular emphasis upon creating, managing, and monitoring budgets is required.
- Level IV (fluent) English is required.
- Knowledge of Accounting and budget principles including PEPFAR legal budgetary requirements and earmarks is required. Knowledge of OGAC guidance and policies including Department of State policies and regulations is also required.
- Ability to produce high quality results under deadline pressures, excellent interpersonal and negotiating skills, ability to write reports, and orientation to detail are required.
- Proficiency in the use of Microsoft Office applications is required.

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 closing date for receiving applications is **February 8, 2011**. Only candidates meeting the above requisites should submit their applications including CVs and copies of certificates to: Human Resources Office, American Embassy, Corner of Independence and United Nations Avenues, P.O. Box 31617, Lusaka.

Only short listed candidates will be contacted.