



# American Embassy

Corner of Independence and United Nations Avenues  
P.O Box 31617, Lusaka, 10101, Zambia  
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## SENIOR FINANCIAL SPECIALIST

The Embassy of the United States of America invites applications from suitably qualified and experienced individuals to fill the position of Senior Financial Specialist in the Mission's Centers for Disease Control and Prevention.

### 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 per annum. (FP equivalent final grade to be determined by Washington)

### MAJOR DUTIES & RESPONSIBILITIES

Incumbent plays the lead role in the financial, accounting, budgetary, procurement and reconciliation activities and monitoring for CDC Zambia. S/he will work under U.S. Government guidelines and under provision of the U.S. Departments of State and Health and Human Services. Additionally the incumbent will work closely with and provide technical expertise to the Government of the Republic of Zambia (GRZ) cooperative agreement recipients (partners) of U.S. Government funding, including Ministry of Health (MOH, National AIDS Council (NAC) and other implementing partners. The Incumbent provides training to technical and program management staff; advises on appropriate steps to be taken to implement and resolve audit findings and recommendations; analyzes and advises on the complex financial aspects of developing, designing, implementing and evaluating projects implemented and monitored by CDC Zambia; provides guidance in conceptualizing and implementing internal control assessments; and designs and conducts financial and operational reviews of host country organizations and other grantees.

### REQUIRED QUALIFICATIONS

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

- A Bachelor's degree in accounting, Finance, Business or Public Administration or equivalent CPA, ACCA, CIMA is required.
- Five years of progressively responsible financial management or budget analyst experience within a U.S. Government agency, international organization, NGO or National Ministry is required.
- Level IV (fluent) English and one local language are required.
- Must have an expert knowledge of basic budgeting, accounting and auditing principles.
- Must have a strong knowledge of CDC Global AIDS Program, its mission and organization; and have strong knowledge of GRZ financial regulations, financial management and accounting procedures.
- Good interpersonal and organizational skills are 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 **March 21, 2011**. Only candidates meeting the above requisites should submit their applications including CVs and copies of certificates to: Human Resources Office, American Embassy, Subdivision 694/Stand 100, Kabulonga District, Ibex Hill Road, P.O. Box 31617, Lusaka.

*Only short listed candidates will be contacted.*