



American Embassy

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

SENIOR PROGRAM BUDGET SPECIALIST

The U.S. Embassy in Zambia invites applications from suitably qualified and experienced individuals to fill the position of Senior Program Budget Specialist, under USAID.

CONDITIONS OF EMPLOYMENT

The position is full-time, 40 hours/week based on the Embassy's Local Compensation Plan – FSN 11, with salary from ZK 230,317,329.00 to ZK 352,503,580 per annum or equivalent FP-4 with a salary range of \$61,759 to \$90,696 per annum. However, a successful candidate may start at a training grade level of FSN 10 with a salary ranging from ZK 173, 658,312.00 to ZK 261,849,168.00 per annum for a probationary period of 52 weeks.

MAJOR DUTIES & RESPONSIBILITIES

The Senior Program Budget Specialist is the principal FSN in providing expert advice and specialized services on budgetary and programmatic planning and analysis of USAID assistance to Zambia. Duties to include but not limited to the following:

- Prepare program budget requests for the Budget Justification to Congress and draft Mission's resource request for the Annual Report
- Lead Strategic Objective (SO) Teams in preparing required documentation for program and strategic objective agreements and amendments, and documentation for other obligations such as Sector Program Assistance and Disaster Assistance, and assist SO Teams in preparing budget related Implementation Letters
- Coordinate Activity Coding/Special Interest coding of all strategic objective programs to ensure accurate presentation of the program portfolio and submit to AID/W
- Prepare draft press releases in liaison with the Program Economist for submission to Embassy Public Affairs Office. Arrange logistical support for program and strategic objective agreement and amendment signing ceremonies by U.S. and host government officials
- As a senior member of the Program Office the incumbent will have the responsibility of providing program related advisory (back-stop) services to one or more Strategic Objective or Program Area Teams

REQUIRED QUALIFICATIONS

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

- A University degree in Finance, Business Administration, or other relevant discipline is required.
- Five years of closely related professional experience in budgetary and financial analysis as well as general interpretation of program data.
- Level IV English proficiency is required.
- Must have comprehensive knowledge of U.S. legislation relating to development assistance and AID programming policies, regulations, and procedures including ADS 200, ADS 308 and 350 series; Knowledge of economic and social development programs in Zambia is required
- Computer proficiency in word processing, spreadsheets and presentation packages is required.
- Strong writing skills and ability to obtain and analyze data, and to prepare precise and accurate budget reports 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.

Candidates meeting the above requisites should send their applications including CVs and copies of certificates, no later than **January 12, 2011** to: **USAID/Zambia, Executive Office, Plot No. 351 Independence Avenue, P.O. Box 32481, Lusaka, 10101.**

Only short listed candidates will be contacted.