



USAID | SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-09-004

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.

POSITION: Voucher Examiner

OPENING DATE: Sunday, January 25, 2009

CLOSING DATE: Sunday, February 8, 2009 - max. 4:30 p.m.

WORK HOURS: Full-time; 40 hours/week

SALARY & GRADE: FSN-7

In-house candidates must apply through their supervisors.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

The USAID/Sudan in Khartoum is seeking a Sudanese National or Ordinarily Resident citizen of Sudan for the position of Voucher Examiner in the Office of Financial Management.

BASIC FUNCTION:

The incumbent serves as a Voucher Examiner for USAID/Khartoum. Processes the following payment types:

- Procurement payments in accordance with relevant payment provisions and regulations including the prompt pay act and the anti-deficiency act.
- Complex international and local travel vouchers in accordance with issued Travel Authorization and transport vouchers.
- Project, grant and cooperative agreement vouchers.
- USDH, USPSC and TCN's SF-1190 allowance vouchers.
- Cash payment vouchers including FSN medical claims and utilities.
- Cashier replenishments.
- Bills for collection and prepare accounts receivable for management use.
- Prepares payroll related reports.

The incumbent will be responsible to request the payments through USG accounting system known as Phoenix and ensure the accuracy of the charged obligation and the check information. Maintains payment files for each obligation. Maintains payroll files.

QUALIFICATIONS REQUIRED:

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

--**Education:** Completion of two years of College in accounting, business administrative and other related field is required.

--**Prior Work Experience:** Three to five years of progressive responsible experience in voucher examining, payroll, accounting, and related fiscal work is required.

--Language Proficiency: (This will be tested)

	Speaking	Reading	Writing
English:	Good Working Knowledge	Good Working Knowledge	Good Working Knowledge
Arabic:	Fluent	Fluent	Fluent

--**Skills:** Must be able to comprehend and properly apply voucher and payroll examining processes, detailed regulations, as well as the terms and conditions of the obligation/commitment documents. Must also be able to explain clearly and convincingly the reasons for disallowances and collections made from the claims. Efficient and effective use of computers and the Microsoft Office suite of applications is required

SELECTION PROCESS:

--Applicants must be eligible for appointment under local government laws and regulations.

--Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.

--Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.

-- When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Current employees serving a probationary period are not eligible to apply.
2. Current Ordinary Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their recent Employee Performance Report are not eligible to apply.
3. 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.
4. 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

TO APPLY: Interested individuals for this position should submit the following or the application will not be considered:

1. Application form for Federal Employment and supporting documentation including essays, certificates, awards - that address the requirements of the position as listed above. Forms are available at the USAID Office at Algreaf.

- OR -

A resume/Curriculum Vitae (C.V.) containing documented education and work experience, certificates, awards - that address the requirements of the position as listed above. Applications may be submitted through e-mail at the given e-mail address below.

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

POINT OF CONTACT:

Human Resources Office

USAID - Khartoum

Telephone: 83-268755 Ext. 1037.

E-mail: khartoumusaidhr@usaid.gov. (Submission of applications and supporting documentation via e-mail must include the Vacancy Number and Position Title on the subject line).

*The US Mission in Sudan is an Equal Opportunity Employer.
Candidates will receive consideration without regard to race,
color, religion, sex, national origin, disability, age, or sexual
orientation.*

*The Department of State also strives to achieve equal employment
opportunity in all personnel operations through continuing
diversity enhancement programs.*