



USAID | SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-09-005

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

POSITION: Accounting Technician

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-8

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.

USAID/Sudan is seeking a qualified individual for the position of Accounting Technician in the Office of Financial Management (OFM) at USAID Khartoum.

BASIC FUNCTION:

The incumbent reviews and analyzes a wide variety of accounting documents; provides EXO personnel with information and advice to commitment and obligation of OE funds, salary and allowance payments and various charges; operates the phoenix financial management system; extract accounting data to generate reports; reviews accounts on a quarterly basis; prepares quarterly accruals for all operating expenses accounts; analyzes ICASS budgets in relation to workload counts, run budget scenarios for management decision making; maintains files and computerized logs which provide an audit trail for all OE and Program transactions posted; assists EXO staff in preparing OE-funded MAARDS and contract budgets. Travel to the region is required to perform assigned duties. Incumbent is directly supervised by the Chief Accountant and receives overall supervision from the USAID Controller.

QUALIFICATIONS REQUIRED:

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

--**Education:** Possession of A Bachelors Degree in Accounting, Finance or Business Administration is required.

--**Prior Work Experience:** Four to six years of progressively more responsible experience in professional accounting, financial consulting or auditing is required, preferably in Multi-National Organizations.

--**Language Proficiency: (This will be tested)**

	Speaking	Reading	Writing
English:	Fluent	Fluent	Fluent
Arabic:	Fluent	Fluent	Fluent

--**Skills**: Must have excellent analytical skills, sound judgment, and the ability to communicate effectively. These abilities are required in budget analysis and forecasting, the pro-validation of obligating documents, compliance with approved budget activities, and the legality of disbursements against valid obligations for approved budget purposes/activities. Must possess good interpersonal skills to deal effectively with Mission staff at various levels and Embassy personnel.

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 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 Algreaif.

- 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.*