



## VACANCY ANNOUNCEMENT: 2016 – 008

**NOTE:** All applicants must be RESIDING IN COUNTRY and have the required work and/or Residency permits to be eligible for consideration.

- OPEN TO:** All interested Candidates.
- POSITION:** Supervisory Financial Analyst, Grade level: FSN-12
- BASIC SALARY:** From FRW 30,892,524 to FRW 52,517,296 per year
- OPENING DATE:** February 29, 2015
- CLOSING DATE:** March 11, 2016
- WORK HOURS:** Full-time; 40 hours/week.

USAID/Rwanda is seeking an Ordinarily Resident citizen or individual with the required work permit for employment as Supervisory Financial Analyst. USAID/Rwanda offers an Equal Employment Opportunity (regardless of age, sex, race, handicaps, national origin, etc.).

### **BASIC FUNCTION OF POSITION**

The Supervisory Financial Analyst position is located in the Office of Financial Management (OFM), USAID/Rwanda, Kigali. The primary purpose of this position is to manage the Financial Analysis Section within OFM, supervising up to 4 Financial Analysts for Rwanda and Burundi Offices. The position provides full range of analytical, advisory, monitoring, financial management, and evaluation services to Mission’s technical teams, Program Office and Office of Acquisition and Assistance. For example overseeing pre-award surveys of potential USAID implementing partners, managing limited financial reviews and coordinating statutory audits of USAID implementing partners, following up on corrective actions on audit findings, analyzing, reviewing partner invoices, advance requests, financial reports submissions etc.; performing field-visits of USAID projects, analyzing obligation and pipeline data extracted from USAID financial system etc. The incumbent acts as a “one stop” OFM customer service representative for Technical Teams on financial and accounting matters and also participates in meetings with Government of Rwanda Officials, other donor organizations, bankers, implementing partners, Mission staff and other USG personnel. The incumbent serves as the manager/coordinator for Mission’s audit management, internal controls assessments, financial and compliance reviews, Inspector General (IG) and Regional Inspector General (RIG) audits, annual ICASS workload counts functions, and performs a variety of special projects, including writing desk procedures, providing trainings and making presentations. In addition, The Supervisory Financial Analyst assists the Controller and the Mission Management to strengthen internal controls and financial/administrative procedures.

A copy of the complete position description listing all duties and responsibilities is available at the USAID/Rwanda Website: <http://www.usaid.gov/rwanda/partnership-opportunities>

### **REQUIRED QUALIFICATIONS**

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

**EDUCATION: 15 points**

Masters' degree in accounting, finance, economics, or business administration is required. A professional qualification like CPA or ACCA is preferred.

**PRIOR WORK EXPERIENCE: 25 points**

At least seven (7) years of progressively responsible experience, in professional accounting, financial analysis, budgeting, or auditing. Extensive experience in use of automated accounting systems and computer software is required. Prior USAID and/or PIO (accounting/financial management/audit) experience is highly desirable.

**LANGUAGE PROFICIENCY: 15 points**

Fluency (Level IV) in English and Kinyarwanda is required.

**JOB KNOWLEDGE: 25 points**

A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology is required. A thorough knowledge of laws, regulations and procedures governing USAID financial management and the understanding of USAID organization and operations and USAID's project and programming policies and processes is desirable.

**SKILLS AND ABILITIES: 20 points**

Must have excellent written and oral communications skills, highly developed analytical and planning skills and the ability to interpret and apply sound accounting principles and financial management techniques. Must have a high level of analytical ability, and a capacity to exercise independent judgment. Must be able to apply professional accounting principles and must be able to maintain effective working relations with Americans, Locally Engaged Staff, host country officials in government, and officials of financial institutions.

**SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. If the selected applicant does not fill all the position requirements, he/she may be started at training level.

**TO APPLY**

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174) from this link:  
<http://www.usaid.gov/rwanda/partnership-opportunities>
2. A current resume or curriculum vitae that provides the same information as in the DS-174; and
3. Any other documentation (e.g., essays, certificates, awards, and copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO**

[kigalihr@usaid.gov](mailto:kigalihr@usaid.gov)

**POINT OF CONTACT**

Human Resources Office, Tel: 0252 596 400; Ext. 2605

**CLOSING DATE FOR THIS POSITION:** March 11, 2016 at 12:00 noon