



# USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

**DATE: JUNE 16, 2015**

**FROM: HUMAN RESOURCE OFFICE, USAID ETHIOPIA**

**SUBJECT: JOB/VACANCY ANNOUNCEMENT NO. 12/15**

**TO: ALL QUALIFIED APPLICANTS**

**TITLE OF POSITION: USAID DEVELOPMENT PROGRAM SPECIALIST (BUDGET)**

**LOCATION OF WORK: U.S. EMBASSY ENTOTO ROAD**

**HOURS: FULL TIME 40 HOURS PER WEEK**

**FINAL FILING DATE: JULY 9, 2015**

**SALARY:** FSN-10 (USD 15,391 to USD 27,703 per annum) depending on the candidate's earning history, qualifications and experience.

**MAJOR DUTIES AND RESPONSIBILITIES:** The basic function of this position—which is to be located in USAID/Ethiopia—is to support the Program Officer, the Senior Program Development Specialist and the USAID/Djibouti team on program budget and program development matters. In coordination with the USAID/Djibouti team, the USAID Development Program Specialist (Budget) is responsible for the overall management of the USAID/Djibouti program budget tracking and reporting. This includes the preparation of crosscutting program budgets and other essential budget support for both mission-level planning documents (e.g., Project Appraisal Documents [PAD], pipeline reviews, accrual reports, portfolio reviews, procurement plans) and reporting to Washington (e.g., Operation Plans [OP], Mission Resource Requests [MRR], and the Performance Plan and Report [PPR]). In particular, she/he is directly responsible for working with the USAID/Djibouti team to track USAID/Djibouti's budget through obligation plans and other tools; advise Development Objective (DO) teams on allocations of Administration and Oversight (A&O) and Program Design and Learning (PD&L) costs; track IT costs and other International Cooperative Administrative Support Services (ICASS) costs; and track other program support funds in line with earmarks, initiatives, and directives. In coordination with USAID/Djibouti staff, he/she is responsible for organizing and leading quarterly pipeline reviews and for managing timely follow-up on decisions made during these sessions with the financial management office, and for developing, maintaining, updating, and executing the procurement plan in close collaboration with the Office of Acquisition and Assistance. The USAID Development Program Specialist (Budget) is also responsible for coordinating with the USAID/Djibouti team in the preparation of financial plans for the Missions Development Objective Agreement (DOAG) with the host government, including regularly communicating with relevant technical offices and reconciling budget and financial data with the Office of Financial Management. In addition, she/he advises teams through all aspects of program and activity design, including preparation of necessary feasibility studies and design documents, and ensures that such design efforts are carried out in conformity with U.S. Government statutes, USAID policies and regulations, and sound management practices. The USAID Development Program Specialist (Budget) manages field support budget reconciliations and is responsible for committing crosscutting resources, along with the Senior Program Development Specialist.

**MINIMUM QUALIFICATIONS:** In order to qualify, the applicant must possess the following:

U.S. Agency for International Development  
US Embassy  
Entoto Road  
P. O. Box 1014  
Addis Ababa, Ethiopia

Tel. : 251-11-306002  
Fax : 251-11-242438  
Website:  
<http://www.usaid.gov/ethiopia>

USA Address:  
2030 Addis Ababa Place  
Washington, DC 20521-2030

**EDUCATION:** Bachelor's Degree in finance, business, economics, or accounting, or a related field is required.

**EXPERIENCE:** At least three years of progressive professional-level experience in related fields with non-governmental organizations, and/or donor agencies that can provide an advisory level of understanding of policies, operations, and procedures. Project cycle and budget cycle management are essential.

**LANGUAGE:** Fluency in written and oral English (Level IV) and Amharic is required. Fluency in French is desirable. English test will be given.

**KNOWLEDGE, SKILLS, AND ABILITIES:** The USAID Development Program Specialist (Budget) should have demonstrated familiarity with budget, as well as program management; and knowledge of host-government development perspectives, objectives and priorities. Solid computer skill in basic office software applications is also essential. The contractor should be able to work independently, and as a team member, in carrying out the duties described above. A good knowledge of U.S. Government or USAID programming policies, regulations and procedures is not required but will receive favorable consideration. A thorough understanding of development planning and cooperation and budgeting is also required.

This position requires strong operational, analytical, and managerial skills, as well as strong interpersonal skills. The Program Budget Specialist should also be able to work effectively with superiors, subordinates, colleagues and partners—both inside and outside the Mission. He/she must have good written and oral communication skills and be able to provide sound professional advice to senior mission staff, as necessary. He/she must also have intermediate to advanced skills using Microsoft Excel, as demonstrated through prior work experience.

**APPLICATION & SELECTION PROCESS:** All applicants must submit a completed form {[Universal Application for Employment \(DS-174\)](#)} to USAID /Ethiopia, Human Resources Office P. O. Box 1014, Addis Ababa, Ethiopia or submit at the back gate of the U.S. Embassy located at Entoto road between the hours of 7:30 am and 5:00 pm on or before the final filing date. Late and incomplete applications will not be considered. Each applicant must fully explain his/her job-related duties and qualifications in the application form in order to provide for an accurate evaluation of his/her education, training, and experience. All applicants will be considered without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disabilities, or membership in an employee organization. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process please notify the Agency. Applicants who are not contacted within thirty days after the final filing date are to assume that their applications were not accepted.

Applications will be initially screened by the Human Resources Office to determine whether applicants have met the advertised minimum qualifications. A list of qualified applicants will be referred to the hiring office for further consideration and screening. Final selection of candidates will be made and those selected will be invited to an interview in order to select the best-qualified candidate.

Individuals wishing to have their applications returned in the event that they are not selected for the position must enclose a self-addressed stamped envelope. The USAID mission assumes no liability for the loss or mishandling of applications. For additional information about the position and/or the selection process, please contact the Human Resources Office at 011 130 6002 ext. 6031, 6035 or 6043.

NOTE: APPLICATION FORM IS AVAILABLE FREE OF CHARGE UPON REQUEST AND ARE ALSO AVAILABLE FOR DOWNLOAD FROM THE INTERNET [Universal Application for Employment \(DS-174\)](#). FINAL SELECTION OF A CANDIDATE IS BASED SOLELY ON THE ADVERTISED QUALIFICATION IN A COMPETITIVE PROCESS.