



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

DATE: SEPTEMBER 16, 2015

FROM: HUMAN RESOURCE OFFICE, USAID ETHIOPIA

SUBJECT: JOB/VACANCY ANNOUNCEMENT NO. 16/15

TO: ALL QUALIFIED APPLICANTS

TITLE OF POSITION: FINANCIAL ANALYST

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

HOURS: FULL TIME 40 HOURS PER WEEK

FINAL FILING DATE: OCTOBER 1, 2015

SALARY: FSN-11 (USD 20,658 to USD 37,182) depending on the candidate's earning history, qualifications and experience.

BASIC FUNCTION OF POSITION: Under the direction of the USAID Ethiopia mission controller and based in Ethiopia, the incumbent will perform analytical tasks related to the financial management of development activities funded by USAID Djibouti and to conduct financial and internal control reviews of grant recipients. Duties encompass analyzing the financial management aspects of designing and implementing development activities, providing advice to technical office teams, assisting the controller and mission management to strengthen internal controls and improve financial and administrative procedures, and coordinating of the audit process as mandated by USAID and the Office of the Inspector General. Similar duties supporting USAID Ethiopia may also be assigned as appropriate.

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

EDUCATION: Possession of a university degree in accounting, finance or business administration with a concentration in accounting with a professional certification in public accounting or an advanced degree in accounting, finance, or business administration is required.

EXPERIENCE: Minimum of five years of progressively more responsible experience in professional accounting, financial consulting or auditing is required. Work experience related to development activities in Djibouti is highly desirable.

LANGUAGE: Level IV (fluency) English and equivalent in French is required. Incumbent will be required to deal practically in both languages in the normal course of duties. Strong written English language skills are also required as the incumbent is expected to draft technical reports. Basic knowledge (Level 1) of Arabic is also required as the incumbent is expected to conduct reviews or make inquiries that may require contacts with people who do not speak English or French.

KNOWLEDGE, SKILLS, AND ABILITIES: The incumbent for this position must have a thorough knowledge and understanding of professional accounting principles, theories and terminology as well as the principles and accepted practices of governmental and business financial accounting, budgeting and reporting is required. Employee must be completely familiar with financial analysis techniques, and have a thorough knowledge of how USAID projects are designed, developed, implemented and evaluated. The incumbent must have a strong ability to detect the financial strengths and weaknesses of projects, and be

able to make independent judgments on institutional capabilities and the adequacy of accounting systems and controls. The incumbent must be able to develop and maintain contacts with high-level officials of USAID Djibouti recipients and of host country institutions selected to implement projects. The incumbent must be able to marshal and present facts and recommendations in a clear and concise manner, both orally and in writing.

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 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 on 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: THE APPLICATION FORM IS AVAILABLE FREE OF CHARGE UPON REQUEST AND ARE ALSO AVAILABLE FOR DOWNLOAD FROM THE INTERNET [UNIVERSAL APPLICATION FOR EMPLOYMENT \(DS-174\)](#). THE FINAL SELECTION OF A CANDIDATE IS BASED SOLELY ON THE ADVERTISED QUALIFICATION IN A COMPETITIVE PROCESS. INDIVIDUALS WHO MEET THE MINIMUM QUALIFICATIONS ARE STRONGLY ENCOURAGED TO APPLY.