



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

DATE: DECEMBER 07, 2016

FROM: HUMAN RESOURCE OFFICE, USAID ETHIOPIA

SUBJECT: JOB/VACANCY ANNOUNCEMENT NO. 19/16

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: DECEMBER 21, 2016

SALARY: FSN-11 USD 22,457 to USD 40,421 per annum depending on the candidate's earning history, qualifications and experience.

BASIC FUNCTION OF POSITION: The incumbent serves as a financial analyst in the Office of Financial Management/Financial Analysis Section, USAID Ethiopia and reports to the supervisory financial analyst. S/he provides professional financial management advice on a broad range of financial management issues to the controller, mission management, development objective teams and various governmental and non-governmental partner institutions, which implement an array of complex development activities. As Office of Financial Management's representative to the development objective team to which s/he is assigned, s/he performs necessary analyses and provides appropriate advice on financial and accountability issues related to planning and implementing USAID Ethiopia's program-funded activities. The financial analyst acts as the "one stop" customer service representative between Office of Financial Management and numerous internal and external customers including senior mission management; host country agency representatives; private sector service providers; implementing partner organizations; and other international donor agencies regarding financial analysis and accounting for projects implemented by the mission. The financial analyst also coordinates the audit process as mandated by USAID and the Office of the Inspector General.

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

EDUCATION: A university degree in accounting, finance or business administration is required.

EXPERIENCE: Minimum of 5 years of progressively responsible experience in professional financial analysis, budgeting, auditing, and accounting are required. At least three years of this experience with the United States Government or with donor agencies or international non-governmental organizations is advantageous.

LANGUAGE: Level IV (fluent) speaking/reading of English language and Level IV (fluent) speaking/reading of Amharic is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of the U.S. Government and host country laws, regulations and procedures relating to budgeting, auditing, accounting and financial management is required. A thorough knowledge of activity design, development, implementation and evaluation processes is essential. Familiarity with USAID policies and procedures. Ability to analyze numerous accounting records and determine the need for various types or entries and adjustments. This includes

recording and balancing accounts and relating the purpose and objective of activities to their costs and fiscal requirements. Ability to detect the financial strengths and weaknesses of activities and to make independent judgments on institutional capabilities and the adequacy of accounting system and internal controls. Must develop and maintain productive contacts with high level officials of the activity implementers such as the GFDRE, grantees and institutional contractors. The ability to present facts and recommendations in a clear and concise manner, both orally and in writing is critical. Excellent computer skills with knowledge of the internet, Microsoft Office (Word, Excel, Access, and PowerPoint) are also important.

For your application to be considered, the following documents must be submitted:

- Letter of Application/Cover Letter;
- Completed and Signed Application for Employment Official Form–DS-174 found here [Universal Application for Employment \(DS-174\)](#);
- Current Resume/CV;
- Application must be submitted ONLY via addisusaidjobs@usaid.gov and **the email subject must say–Vacancy 19/16 Financial Analyst**;
- Please submit the application only once; and
- Late and incomplete applications will not be considered; the application must be submitted before or on 5 p.m. Ethiopian time of the vacancy closing date.

The official application, form DS-174, must be signed by the applicant, in ink, not typed, and dated prior to submission. This requires the applicant to print, sign, date, scan and attach the DS-174 form to the email mentioned above. If an applicant does not sign, in ink, the applicant will not be considered by USAID/Ethiopia. Please take note of this requirement and please ensure you follow these instructions.

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.

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., 6035, 6043, 6137, or 6031.

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.