



USAID | SOUTHERN AFRICA

Reference No.: 674-14-1024

Position / Salary Range: **Financial Analyst (Multiple Positions)**
FSN-11: R 385,720.00 – R 540,006.00 (Full Performance)
FSN-10: R 335,582.00 – R 469,815.00 (Trainee Level)
Additional benefits include miscellaneous allowance, medical and pension fund subsidy and housing and dependents' education assistance subject to qualification

Open To: All South African citizens and permanent residents with valid work permits at the time of application.

Location: USAID/Southern Africa
Regional Financial Management Office
Pretoria

Opening: May 30, 2014

Closing: June 13, 2014

Work Hours: Full-Time; 40 hours/week

USAID/Southern Africa, an equal opportunity employer, seeks applicants for the above positions.

A completed degree (or equivalent) and an English language fluency (Level IV English), both in oral and written communications, are requirements for this position. Interested applicants who do not meet this qualification SHOULD NOT apply as their applications will not be considered.

Basic Function of Position:

The Financial Analysts are located in the Regional Financial Management Office's (RFMO) Financial Analysis & Audit Unit. They are responsible for financial analysis, audit management and providing support to technical offices for an assigned program portfolio, which can include regional programs.

Major Duties and Responsibilities:

As part of the Regional Financial Management Office (RFMO) team, the successful candidate is responsible for the following duties:

1. Supporting technical teams in the design, implementation and evaluation of USAID projects by performing the full range of financial analysis, review and assessments. Responsibilities include:
 - Providing input on the most suitable financial and implementation mechanisms to effectively achieve the desired programmatic results;
 - Monitoring the financial implementation of program activities and ensuring consistency with program designs; serving as a liaison between the USAID/Southern Africa and partners, activity managers, South Africa Government officials and client mission staff;
 - Conducting comprehensive financial, administrative and management reviews for an assigned portfolio to determine if current and/or prospective USAID awardees are maintaining systems, procedures, and internal controls necessary to adequately manage and account for USAID resources;
 - Monitoring the financial progress of program activities in an assigned portfolio while verifying the integrity of the financial information in the Agency financial management system; and
 - Leading field visits to examine USAID awardees' financial and administrative systems and records to ensure compliance with USAID policies and regulations on financial management.

2. Enhancing the integrity of the internal operations of the USAID Mission. Responsibilities include:
 - Evaluating administrative and operating procedures in order to make and implement recommendations which will improve accounting and administrative systems and controls;
 - Coordinating the periodic review of mission internal controls including the follow-up and mitigation of any identified weaknesses; and
 - Ensuring accurate and timely quarterly accruals and obligation reviews are completed.
3. Advising on the steps to be taken to implement audit findings and recommendations to enhance the internal controls of Agency operations. Responsibilities include:
 - Assisting in the conduct of the Mission's Audit Management Resolution Program (AMRP) including representing the RFMO at all necessary audit entrance and exit conferences within an assigned portfolio and drafting audit-related Mission correspondence;
 - Maintaining the AMRP tracking system to ensure proper, timely closure of all open audit recommendations;
 - Assisting in the development of Mission's annual audit plan to ensure all required awardee audits are performed;
 - Reviewing all audit reports and coordinating with the audit firms and the USAID Regional Inspector General to ensure the timeliness and appropriateness of Mission follow-up actions on audit reports.

Required Qualifications at the Full Performance Level:

1. Education:
 - Completion of a BA degree in accounting, finance or business administration with a focus on financial management required;
 - A Master's degree in accounting, finance or business administration and/or the South African professional certification equivalent of a CPA preferred.
2. Language:
 - Level IV fluency in English – speaking and writing required.
 - Fluency in an additional South African Language desired.
3. Work Experience:
 - Six years of progressively responsible experience in financial analysis, budgeting, auditing, and/or accounting required.
 - Experience with an American or international development organization and/or audit experience desired.
4. Knowledge:
 - Expert knowledge of professional accounting principles, theories, practices and terminology; as well as the principles and accepted practices of the South African governmental and business institutions with regards to financing, accounting, budgeting and reporting are required.
 - Thorough knowledge of the laws, regulations and procedures associated with US Government and/or USAID financial management, including financing methods and cash management requirements of program activities is highly desired.
5. Skills and Abilities:
 - Ability to make independent judgments on institutional capabilities and the adequacy of accounting systems and controls;
 - Ability to review and constructively critique data, findings, and recommendations regarding contractor/grantee performance;
 - Adept at developing and maintaining contacts with high level officials of host country institutions selected to implement projects;
 - Proven capacity to assimilate, distill, prioritize, and present facts and recommendations in a clear, concise manner, both orally and in writing;

- Creativity to proactively develop solutions to issues in a constantly changing working environment; excellent interpersonal skills;
- Ability to perform training needs assessments, design materials and deliver/implement training;
- Demonstrated presentation and public speaking skills;
- Proficiency in the use of Google applications and Microsoft Office Suite of computer applications (including MS-Word, Excel, and PowerPoint).

Evaluation Criteria and Weights:

1. Education/Weighted 15% based on initial application review;
2. English Language Skills/Weighted 10% based on application review, written assessment and interview;
3. Prior Work Experience/Weighted 20% based on application review and interview;
4. Knowledge/Weighted 25% based on written assessment and interview; and
5. Skills and Abilities/Weighted 30% based on written assessment and interview.

How the Selection will be made:

The successful candidate will be selected based upon the following:

1. a preliminary review of the applicant's submitted package (which includes the Cover Letter and CV) to establish that minimum educational and English writing fluency requirements are met; and
 2. tests to include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate;
 3. a personal or telephone/DVC interview (which may include a presentation by the interviewee); and
 4. reference checks.
- USAID/SA's Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements before forwarding the rest to the Technical Office or Technical Evaluation Committee (TEC) for further review and assessment.
 - The Technical Evaluation Committee will review each of the forwarded applications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and interviews. **Based on the results of the tests, however, an applicant otherwise identified for interview could be dropped from the interview list.**
 - Following the interview (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct and document the reference checks (Step 4) prior to advising the TEC of the results of these checks. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.** References will only be solicited for those interviewed applicants who are being considered for ranking.
 - Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a Section Memo for the review and approval of the Contracting Officer, after which an offer of employment will be made to the successful candidate and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.

USAID/SA reserves the right to hire an applicant who does not meet the required experience level at a trainee level. However, an applicant who does not meet the minimum educational requirements cannot be hired at either a trainee or full performance level.

Applicability:

This position is open to all South African citizens and permanent residents with valid work permits at the time of application.

Compensation:

The Financial Analyst will be compensated in accordance with the U.S. Mission to South Africa's Local Compensation Plan (LCP). The successful candidate's salary level will be based on prior job-related experience and salary history.

To Apply:

ONLY applicants who meet the minimum educational and English language fluency requirements as stated in the solicitation document will be considered. Interested applicants who do not meet these requirements are encouraged NOT to apply since these applications will not be considered.

For an application package to be considered complete, please follow the following instructions and submit your application through one of the channels mentioned below:

1. Ensure that your application is accompanied by a **Cover Letter**,
2. Include a **CV of no more than 4 pages**, and
3. Ensure that all communications (including your Cover Letter) includes the **Announcement Reference # and the Title of the Position(s)** for which you are applying.

Failure to comply with these instructions will result in your application being considered "non-responsive" and eliminated from further consideration.

1. P-Net Website:
www.pnet.co.za
Please note that you will be required to register on the site first before you can upload your application material and/or CV to be considered.
2. E-mail:
jobapplications@usaid.gov
jobapplications@usaid.gov

Point of Contact:

Athandiwe Mazibukwana: (012) 452-2057
Athea Mestre, Telephone: (012) 452-2158
Penny Mamabolo, Telephone: (012) 452-2058

Only short-listed candidates will be acknowledged.

CLOSING DATE FOR THIS POSITION: June 13, 2014 (Close of Business).

The U.S. Mission in South Africa provides opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. The United States Agency for International Development (USAID) also strives to achieve equal employment opportunity in all personnel operations through continuing enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.