



Reference No.: 674-15-1001

Position/Salary Range: Program Budget Analyst
Regional Program and Project Development Office (RPPDO)
FSN-10: R354, 988.00 – R 496,987.00 (Full performance 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 permit and employed by USG at the time of application.

Location: USAID/Southern Africa
Regional Program and Project Development Office
Pretoria, South Africa

Opening: November 12, 2014

Closing: November 26, 2014

Work Hours: Full-Time; 40 hours/week

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

English language fluency (Level IV English), both in oral and written communications, is a requirement 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 Regional Program and Project Development Office (RPPDO) is responsible for broad program support and coordination for both the bilateral South Africa program and the Southern Africa regional program. The incumbent role performs the following Program Office budget functions and applies to both USAID/Southern Africa's Regional and Bilateral Programs:

- Ensures integrity of USAID/Southern Africa program budget planning and execution;
- Maintains Mission-wide budget reporting and oversight documentation; and
- Coordinates and assists in the drafting of assigned budget planning documents.
- provides the Program Budget Specialist and Technical Teams with financial technical information in relation with the Mission's annual program resources
- coordinates periodic Portfolio Reviews,
- serves as a Subject Matter Expert for GLAAS,
- plays a key role in the maintenance and updating of the Mission's OPS Master budgeting tool;
- liaises with USAID/Washington AFR Bureau counterparts on budget issues when necessary.
- is responsible for maintaining official budget files in accordance with USAID policies and procedures

Major Duties and Responsibilities:

The incumbent will provide technical and analytical support to the Program Budget Specialist in relation to all aspects of budgeting and the programming of funding for the bilateral and regional development programs, including coordinating, consolidating and ensuring consistency in the Mission-wide preparation of major budget and program documents (such as Operational Plans, Program Performance Reports, Semi-Annual Portfolio Implementation Reviews, Congressional Budget Justifications, Congressional Notifications and the Country Strategic Plan) for the bilateral and regional programs.

A. Ensures integrity of USAID/Southern Africa program budget planning and execution:

The specific duties and responsibilities include:

- Maintaining and updating OPS Master database as the budget of record for the South and Southern Africa operating units;
- Reconciling budgeting issues between budget and programming documents and OPS Master;
- Serving as an expanded team member of all the Mission Technical Teams bringing expertise in program budgeting and budget reporting;
- Performing of other duties as may be required by the Supervisory or Deputy Program Officer to facilitate the management and implementation of the Mission's program budget; and
- Training, guidance and mentoring of other PPDO and technical team budget staff in budget process, reporting and fund allocations; and
- Provide briefings/presentations to mission FSO staff as required.

B. Maintains Mission-wide budget reporting and oversight documentation:

The specific duties and responsibilities include:

- Preserving record of budget submissions, allocations and obligation of the Mission's Operational Year Budget (OYB);
- Preparing OYB Matrices and Allowance requests;
- Ensuring the up-to-date obligation status of Mission's OYB;
- Assisting in the preparation periodic reports to Mission, Embassy, and USAID/Washington management on the status of obligations;
- Coordinating program budget implementation in accordance with the requirements of Congressional Notifications and approved Operational Plans;
- Collecting, analyzing, aggregating, and maintaining budget data and information related to U.S. foreign assistance activities, with particular focus on USAID activities; and
- Monitoring of cross-cutting costs.

C. Coordinates and assists in the drafting of assigned budget planning documents:

The specific duties and responsibilities include:

- Preparing of the South Africa and Southern Africa budget analysis to complement efforts in completion of Operational Plans, Congressional Budget Justifications, Congressional Notifications, Operating Year Budgets, and Country Strategic Planning documents;
- Coordinating information gathering for budget analyses of the program portfolio (pipeline analysis, expenditure review, mortgages);
- Consolidating Mission budget data across Technical Teams in preparation of out-year budget discussions, current year Operation Plans and other strategic planning documents;
- Assisting Technical Teams with the development of accurate budget projections for future programming;
- Coordinating the periodic Portfolio Reviews (PRs); and

- Providing updated budget tables and budgetary reporting in preparation of Bilateral Agreements and data calls with host country or regional bodies.

Required Qualifications at the Full Performance Level:

Education:

Completion of a university degree in accounting, business administration, public administration, economics, finance or related social science fields is required for FSN-10 level.

Prior Work Experience:

At least four (4) years of progressively responsible prior experience in budget, accounting, financial analysis, and other data analysis is required. Experience should include analysis and interpretation of data and presentation of findings in written and oral form. Two (2) years of prior work experience with USAID or other bilateral, regional or multilateral development agencies is required.

Post Entry Training:

Once hired, the incumbent will have customized Individual Development Plan that will include a list of post-entry training, including programming foreign assistance, project implementation, financial management, and project management.

Language Proficiency:

Level IV English proficiency. The applicant must read, write and speak fluent English.

Knowledge:

- The incumbent is expected to have a sound knowledge of the development issues faced in South Africa and the region.
- An understanding of the substantive and administrative elements of USAID budget and program operations is advantageous.

Skills and Abilities:

Computer skills, including the ability to generate and maintain spreadsheets and databases is required. Other desirable skills are listed below

The incumbent must be able to:

- Exercise excellent judgment;
- Work collaboratively in a team environment, and to proactively build consensus; and, the ability to mentor and train others;
- Work independently on multiple tasks and meet deadlines;
- Interpret Agency policy and guidance and follow procedures accurately
- Lead update and analysis of budget implementation data;
- Design and provide ad hoc training on Mission budget processes when required; and
- Anticipate needs for and serve as a resource to Technical Teams for budgeting and budget reporting and analysis.

How the Selection Will Be Made:

The successful candidate will be selected based upon the following:

- i. 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
 - ii. a personal or telephone/DVC interview; and
 - iii. reference checks.
1. USAID/SA's Human Resources Section will perform the preliminary review (Step i 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.

2. The Technical Evaluation Committee will review each of the forwarded applications against the established evaluation criteria to develop a shortlist of applicants to be interviewed. Applicants will be contacted for interviews (Step ii)
3. Following the interview (Step ii) 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 iii) 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.
4. 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. 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. 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 who are currently employed by the United States Government (USG) at the time of application. USAID/SA management will consider nepotism/conflict of interest, budget, section need for continuity and residency status in determining successful applications. Current USG employees on probationary status (i.e., within their first year of employment) are not eligible to apply.

Compensation:

The Program Budget 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 and email subject line) includes the Announcement Reference # and the Title of the Position(s) for which you are applying.

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

Applicants should submit their applications in one of the two methods noted below:

1. E-mail:
jobapplications@usaid.gov

Point of Contact:

Penny Mamabolo: (012) 452-2058

Theresa Owusu: (012) 452-2358

Lydia Mosaka : (012) 452 2055

Only short-listed candidates will be acknowledged.

Closing date for this position: November 26, 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 ensure equal employment opportunity in all personnel operations.

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.