



USAID | SOUTHERN AFRICA

Reference No.: 674-15-1005

Position/Salary Range: Voucher Examiner (multiple positions)
FSN-08: R209,194.00 – R292,871.00 (Full Performance – Basic Salary)
FSN-07: R170,051.00 – R238,064.00 (Trainee Level – Basic Salary)
Additional benefits include miscellaneous allowance, medical and pension fund subsidy, housing allowance 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 (RFMO)
Pretoria, South Africa

Opening: December 04, 2014

Closing: December 17, 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 ARE ENCOURAGED NOT to apply as their applications will not be considered.

Basic Function of Position:

The RFMO provides financial management services to USAID/Southern Africa for bi-lateral and regional programs. It also supports the non-presence countries of Lesotho and Swaziland, and presence countries of Namibia, Angola, Botswana, Madagascar and Zimbabwe. The number of countries supported increases at times due to the needs of the Agency. RFMO is also called upon to provide temporary coverage to other missions in the region, as required. We manage approximately one half billion dollars in funding per year. RFMO services include accounting, audit management, budgeting, payment processing, technical guidance, and staffing coverage.

The Voucher Examiner is located in RFMO's Accounts Payable group, of which there is 1) a certifying officer, 2) two (2) supervisory voucher examiners, and 3) six (6) voucher examiners. The incumbent examines the most difficult and complex multi-funded contract and grant invoices for payment of goods and services relating to USAID project activities, administrative and complex international and entitlement travel vouchers, as well as complex USDH allowances. The incumbent serves in the Accounts Payable unit which provides support for Regional Southern Africa and its client missions (Angola, Botswana, Lesotho, Namibia, Swaziland, and Zimbabwe).

Major Duties and Responsibilities

- The incumbent examines complex, long term project and operating expense invoices to ensure conformance with the terms of the original contract or authorization as well as pertinent USG regulations, while ensuring proper application of Prompt Payment Act and mission policies by processing vouchers within the proper time frame. S/He routinely performs independent financial analysis, comprehensive reconciliations, difficult calculations, and advance liquidations. The incumbent also prepares and recommends rationales concerning any portion of disallowances, when appropriate, for ineligible payment requests or lack of supporting documentation.

- S/He must have expert knowledge in the use of financial management and payment tracking systems. The incumbent also upholds and ensures established controls are effectively working to prevent duplicate payments. The incumbent uses the most complex module under the accounting system, Phoenix, which includes 20 document types and 100 transactions types, covering a wide variety of vouchers with multiple accounting lines and obligations. In carrying out these duties, s/he reviews, analyzes and resolves any issues discovered during the voucher examination process and posts disbursement accounting entries accurately to the financial management system, Phoenix. This position also assists with the oversight of the document imaging operations of the Regional Financial Management Office (RFMO).
- The incumbent communicates with contractors, grant officials, vendors and employees both orally and in writing to provide guidance and to interpret the Agency's vouchers auditing requirements. Consults with accountants and accounting technicians to analyze cash status report, verify accuracy of expenditure reports submitted by grantees for reimbursement, liquidate advances, or before processing request for additional advances. Prepares ad hoc reports utilizing Phoenix Viewer, and other reporting tools related to maintain and periodically reconcile USAID disbursement records payment trends, history, advances utilization analysis and other reports with recipient organizations records as may be needed, to provide the required information to staff, supervisors, and mission management.
- The incumbent acts as the Mission's primary Travel Authorization (TA) estimation expert. This requires a complete and in-depth knowledge of all applicable USG travel regulations. As the Mission's travel voucher expert, the incumbent must be fully versed in the operation of Travel Manager (E2).
- The incumbent performs other duties as assigned such as:
 - a. communicates both orally and in writing with vendors and USAID employees to provide guidance, interpret USAID's voucher examination requirements and, when required, request additional information regarding proposed payments;
 - b. works on small special projects or assignments as required (VAT processing, medical claims); and
 - c. serve as the back-up supervisory voucher examiner in their absence.

Required Qualifications at the Full Performance Level:

Education:

Completion of high school (Grade 12) plus one year Technical/Technikon certificate in accounting, finance, auditing, or business management is required.

Prior Work Experience:

Four years of experience in payment processing, voucher examination or accounting or other relevant experience.

Post-Entry Training

On-the-job training by USAID financial staff is required. The following formal training opportunities covering U.S. government financial regulations and USAID policies and procedures should be taken as soon as possible:

- Appropriations Law
- Prompt Pay Seminar
- Supervisory Skills
- Travel Policy, Regulations and Allowances
- USAID Accounting Seminar
- USAID Financial Analysis Seminar
- USAID University
- USAID Voucher Examination Seminar

Language Proficiency:

Level IV proficiency in written and spoken English is required. English language written skills will be evaluated in the initial review of an applicant's submission by a review of the cover letter and of the Curriculum Vitae itself as well as in the testing phase. Oral English skills will be evaluated in the interview phase.

Knowledge:

While mastery of USG- and USAID-specific regulations, policies and procedures, as identified below, are required for the incumbent to perform successfully at the full performance level, this knowledge can be acquired on the job. Preferential consideration may, however, be given to those who can demonstrate mastery of some aspects of USG regulations, policies or procedures.

A thorough knowledge is required of the financial sections of the Foreign Affairs Manual, Foreign Affairs Handbook, Department of State Standardized Regulations, USAID Automated Directives System, General Accounting Office Decisions, Federal Travel Regulations, GSA's travel and transportation guides, OMB Circulars, Treasury Manuals, and Federal Procurement and Payment Regulations.

Skills and Abilities:

Must have demonstrated:

- Ability to identify applicable regulations, interpret complex, technical regulations, and apply these regulations to a variety of situations, specifically voucher examination.
- Ability to read, interpret and apply detailed technical program regulations and provisions of contracts/grants to make a determination with minimal supervision as to whether there is a USG obligation and a legitimate basis of disbursement of government funds.
- Ability to articulate complex issues orally and in writing to explain disallowance of claims, and to describe alternative or hypothetical conditions.
- Expert knowledge of the entire MS Office application suite (Word, Excel, Access, Outlook and PowerPoint).

Evaluation Criteria and Weights:

1. Education/Weighted 5% based on initial application review;
2. English Language Skills/Weighted 25% based on application review, written assessment and interview;
3. Prior Work Experience/Weighted 15% based on application review and interview;
4. Knowledge/Weighted 35% 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 curriculum vitae to establish that minimum educational and English writing fluency requirements are met;
 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;
 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 selection 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.
 - As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/SA.

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. 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 Voucher Examiner will be compensated in accordance with the U.S. Mission to South Africa's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, pension fund and medical aid subsidy. Subject to qualification, compensation for housing and dependents education assistance is also available. 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 may 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

Point of Contact:

Penny Mamabolo, Telephone: (012) 452-2058
Theresa Owusu, Telephone: (012) 452-2358
Paula Vernon, Telephone: (012) 452-2028

Only short-listed candidates will be acknowledged.

Closing date for this position: December 17, 2014.

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.