



# USAID | SOUTHERN AFRICA

REF No.: 674-15-1011

**Position/Salary Range:** Accounting Technician  
FSN-08: R 209,194.00 – R 292, 871.00 (Full Performance)  
FSN-07: R 170,051.00 – R 238,064.00 (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:** February 9, 2015

**Closing:** February 23, 2015

**Work Hours:** Full-Time; 40 hours/week

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

**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:**

This position is located in the Regional Financial Management Office's (RFMO) Accounting Unit. The incumbent serves as an Accounting Technician in the Regional Financial Management Office's Accounting Section and acts as the payroll clerk for the locally engaged staff (FSN). This position also is responsible for the mission's monthly VAT submission, serves as Phoenix Vendor Creator, assists with 1221/224 reconciliations, works on Self Help and other client mission accounts and is responsible for managing the use of Declining Balance Cards.

### **MAJOR DUTIES AND RESPONSIBILITIES**

As part of the Regional Financial Management Office (RFMO) team and under the supervision of the Regional Chief Accountant, the incumbent is responsible for, but not limited to, the following duties:

1. Prepares FSN payroll including the transmission and resolution of all queries related to FSN payroll and submits bi-weekly reports and performs leave audits when necessary.
2. Prepares the mission's monthly VAT submission to SARS (S.A. Revenue Services). This comprises of extracting the necessary information from ASIST, obtaining original invoices from vendors, providing proof of payments, preparing the VAT working papers and invoices for submission, providing hard copy originals and copies to SARS for manual submission and submitting VAT return via E-filing on the SARS website. Equally important is tracking reimbursements from SARS and reconciling collections with submissions made to SARS.
3. Serves as Phoenix Vendor Creator and Phoenix security roles point of contact. Requests changes and monitors assigned roles. Responsible for manually creating vendor codes in Phoenix when a vendor code does not exist within Phoenix. Also, updates vendors' information as well as, assists Phoenix users to search and locate vendors in Phoenix.

4. Assists with the 1221 and 224 reconciliations. Responsible for client mission items and serves as back-up to the principle employee on CART.
5. Researches, posts and reconciles Self Help advances and other client mission accounts.
6. Responsible for managing the use of Declining Balance Cards (DBC) for travel advance use in the Mission. This includes review of individual card use in the bank's system, increasing the card amount for approved advances, approving emergency increases and arranging that, decreasing card balances at the end of travels and verifies proper use of the cards through the bank's system.
7. Performs other duties as assigned.

**REQUIRED QUALIFICATIONS AT THE FULL PERFORMANCE LEVEL:**

**Education:**

Completion of Matric is required and two years of tertiary studies towards completion of a bachelor's degree in accounting, business administration or finance is required.

**Prior Work Experience:**

Three to four years of secretarial/administrative experience is required. At least one year in a U.S. Government agency is desirable. At least one year experience working in a financial related environment is also desirable.

**Language Proficiency:**

Level IV: Fluency in English language, both written and oral is required.

**Knowledge:**

Good knowledge and understanding of USAID regulations, policies and accounting system (Phoenix).

**Skills and Abilities:**

Full proficiency in word processing and Excel, ability to apply regulations and policies to specific cases and skill with numbers and financial applications is required.

**Evaluation Criteria and Weights:**

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

**A 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 all of the full performance requirements 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 Accounting Technician 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 those 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 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.**

P-Net Website:

[www.pnet.co.za](http://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.

**OR**

E-mail your application to:

[jobapplications@usaid.gov](mailto:jobapplications@usaid.gov)

**Point of Contact:**

Penny Mamabolo, Telephone: (012) 452 2058

Paula Vernon, Telephone: (012) 452 2028

Theresa Owusu, Telephone: (012) 452 2358

**Only short-listed candidates will be acknowledged.**

**Closing date for this position: February 23, 2015 (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.