



# USAID | SOUTHERN AFRICA

Reference No.: 674-15-1023

Position/Salary Range: **Auditor (2 Positions available)**  
FSN-11: R407, 533.00 – R570, 542.00 (Full performance - Basic Salary)  
FSN-10: R354, 988.00 – R496, 987.00 (Trainee level - Basic Salary)  
FSN-09: R250, 563.00 – R350, 828.00 (Trainee level - Basic Salary)  
**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 Inspector General's Office  
Pretoria

Opening: June 15, 2015

Closing: July 06, 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:**

The incumbent serves as an auditor with the responsibility for conducting assigned audits of USAID financial, program, and management activities. The incumbent performs desk reviews and quality control reviews of audits conducted by independent public audit firms in Southern and Eastern Africa to determine if audit work was performed in accordance with U.S. Government Auditing Standards and the Office of Inspector General's *Guidelines for Financial Audits Contracted by Foreign Recipients*. The incumbent will be required to develop sufficient audit documentation to support all work performed. Work may require travel within South Africa and Southern and Eastern Africa.

### **Major Duties and Responsibilities**

- A. Performs desk reviews of financial audits and quality control reviews of independent public audit firms and Auditors General in support of 23 Africa countries in RIG/Pretoria's region to determine if these "non-federal auditors" performed audit work in accordance with U.S. Government Auditing Standards and OIG Guidelines for Financial Audits Contracted by Foreign Recipients. **(40%)**
- B. Incumbent will be required to travel within RIG/Pretoria's area of responsibility to conduct quality control reviews and for other audit related purposes (i.e. training) **(35%)**
- C. Writes well-written draft reports presenting audit findings, conclusions, and recommendations for review by supervisor. **(10%)**
- D. Performs other duties as may be required (including the following): **(15%)**
  1. Oversees Agency-contracted financial audits conducted by public auditors of USAID recipients (for-profit contractors, non-profit nongovernmental organizations, and host country agencies) providing guidance, review, and approval at various stages in the audit process. This includes review and approval of audit programs to verify that the objectives in the statement of work are addressed.

2. Conducts training events benefiting USAID Missions, independent audit firms, Auditors General, implementing partners of USAID-funded projects and RIG staff members.
3. Surveys entities to be audited to determine areas of greatest risk and thus the scope of the audit. Collects and verifies data relative to financial transactions, programming and planning, procurement practices, inventory controls, project implementation and monitoring, and other aspects of the entity's organization and operations.
4. Reviews and approves statements of work for Agency-contracted financial audits of USAID recipients (for-profit contractors, non-profit nongovernmental organizations, and host country agencies.)
5. Develops detailed audit programs, planning and scheduling elements to be examined and precise steps to be followed in conducting audit.
6. Reviews new developments in applicable laws and regulations.
7. Contacts necessary levels of USAID organization and personnel, including high-level officials such as the mission director, deputy director, and controller, to obtain and verify information. Contacts high-level host government officials as well as high-level officials in public and private organizations to obtain and verify information pertinent to audit.
8. Analyzes data collected to determine whether applicable laws, regulations, and program requirements are observed; whether resources are properly utilized; whether accounting and control systems are adequate and financial reports accurate and timely; whether the entity is efficiently managed and is achieving objectives; and other aspects of organization and operation.
9. Develops working papers and other supporting documentary evidence.
10. Confers with senior USAID, host country, contractor and grantee officials to discuss audit findings and recommendations.
11. Oversees financial audits conducted by Supreme Audit Institutions of host country agencies receiving USAID funds, providing guidance, review, and approval at various stages in the audit process.
12. Provides technical assistance to non-Federal auditors regarding the correct application of OIG policies and U.S. Government Auditing Standards.

#### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

**Education:** A University degree in accounting, finance, or business administration is required.

**Prior Work Experience:** At least five years' experience in professional auditing. Former experience auditing USG-funded agreements would be desirable.

**Language Proficiency:** Excellent English (minimum Level IV – fluent) writing, speaking and listening ability is required.

**Job Knowledge:** A thorough and in depth knowledge and understanding of professional auditing standards, theories, practices, and terminology, and of the principles and accepted practices of governmental and business accounting is required. A thorough knowledge of applicable U.S. laws and host country requirements and of USAID programs, goals, and objectives is required. Must be thoroughly familiar with USAID financial regulations and procedures—especially in the area of audit—in particular and USAID organization and operations in general. A thorough knowledge of relevant computer programs (e.g. Microsoft Word, Microsoft Excel, and similar software) is required. A thorough knowledge of TeamMate and other audit related computer software would be highly desirable.

Auditors that do not have all of the above knowledge may be hired at a training grade and may be advanced when the above knowledge is demonstrated by the auditor and confirmed by RIG management.

**Skills and Abilities:** Must have keen analytical ability and be capable of exercising sound independent judgment. Must have the ability to (1) delve into masses of difficult and possibly conflicting materials to find relevant information, and (2) professionally evaluate the audit implications of relevant data. Must have the ability to present facts and recommendations in a clear concise manner. Must be able to deal effectively with senior officials in the audit process and in presenting and defending audit findings and recommendations. Must be able to prepare well written audit reports that motivate senior officials to correct problem areas. Must have excellent interpersonal skills and tact to deal effectively with officials and employees during the audit process. Must have the ability to travel to conduct audits.

## **POSITION ELEMENTS**

- **Supervision Received:** Under the general supervision of the Audit Manager and the Regional Inspector General/Pretoria.
- **Supervision Exercised:** No supervision is anticipated.
- **Exercise of judgment:** Ability to make professional judgments based on in-depth analyses
- **Nature, level, and purpose of contacts:** Contacts include high-level officials from countries in RIG/Pretoria's region such as audit firm partners, chiefs of party for contractors and grantees, senior host country officials at the local, provincial, and ministerial level. Contacts also include USAID mission management mission directors, deputy directors, and office chiefs from the same region. The purpose of these contacts is to gain the information necessary to collect and verify the audit evidence necessary to make a well informed, balanced, and useful audit opinion.
- **Time expected to reach full performance level:** 12 months.

### **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 may 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 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
  - 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 (within their first year of employment) are not eligible to apply.

### **Compensation:**

The Auditor 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 this solicitation 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:

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)

**Also ensure that your application is accompanied by a cover letter, a CV of no more than 4 pages, and all your communications (including your cover letter) includes the Announcement Reference number 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.**

**Point of Contact:**

Gugu Mbambo Telephone: (012) 452-2225

Penny Mamabolo Telephone: (012) 452-2058

Lydia Mosaka, Telephone: (012) 452-2055

Only short-listed candidates will be acknowledged.

**Closing date for this position: July 06, 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 further equal employment opportunity in all personnel operations through continuing enhancement programs.