



USAID | SOUTHERN AFRICA

Reference No.: 674-15-1027

Position/Salary Range: Voucher Examiner/Cashier
FSN-08: R266,897.00 – R373,652.00 (Full Performance – Basic Salary)
FSN-07: R208,016.00 – R291,250.00 (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 general work permits at the time of application.

Location: USAID/Southern Africa
Regional Financial Management Office (RFMO)
Pretoria, South Africa

Opening: July 27, 2015

Closing: August 07, 2015

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 Cashier/Voucher Examiner position is located primarily in RFMO's Accounts Payable section, of which there is 1) a Certifying Officer; 2) Supervisory Voucher Examiner; 3) seven Voucher Examiners and 4) a Document Control Clerk.

Specifically the incumbent is accountable for:

- A. Receipt, examination, deposit, custody, disbursement and other physical handling and processing of U.S. and foreign currency(ies) and cash instruments, including reverse accommodation exchange.
- B. Financial accounting system pertaining to effects of receipt and disbursement actions.
- C. Audit, review and examination of the most difficult and complex multi-source funded contract, grant and cooperative agreement payment documents for goods and services relating to USAID project activities, operating expenses, international and entitlement travel vouchers, and USDH benefit and allowance payments.
- D. The Cashier is an accountable officer (4 FAH-3 H-390 Cash Management – Cashier Operations) and is personally responsible and accountable for safeguarding uncashed U.S. Government reimbursement checks, checks from reverse accommodation exchange, receipts received for deposit, invoices and other receipts for cash payments.

The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and in the end note.

Major Duties and Responsibilities

- A. As Class "B" Cashier, the incumbent serves as USAID liaison with the USDO bank awarded account; responsibilities include: (50%)**
- Making check deposits for grantees and vendors to banks whose checks are sent back to the Mission because of invalid or insufficient bank information for electronic transfer of funds to be made into their banks.
 - Collecting funds on behalf of USAID; collection activity includes receiving, depositing and posting them both in COAST and Phoenix for transmission to Charleston for processing.
 - Communicating with the grantees in order to identify the collections deposited by them directly into the USDO account for USAID.
 - Scanning checks through Paper Check Conversion and transmitting on a daily basis to Charleston for clearance.
 - Advising issuers of checks returned by the USDO in Charleston for insufficient funds that it has been dishonored by the bank and providing further instructions to the issuer to prevent suspension of issuer's check cashing privileges; advising Charleston if issuer replaces funds for dishonored check to reinstate his/her check cashing privileges.
 - Providing Reverse Accommodation Exchange to US employees departing post for money collected for selling their personal property.
 - Collecting deposits and posting in both COAST and Phoenix; preparing the payment voucher for dollar equivalent to be electronically transferred into his/her account in the US.
- B. As Voucher Examiner, the incumbent processes payment vouchers, advance requests, and advance liquidations; responsibilities include: (35%)**
- Auditing, reviewing and examining payment documents for difficult and complex contracts, grants, cooperative agreements to ensure conformance with terms and provisions as well as pertinent USAID and USG guidance.
 - Entering accounting transactions in Phoenix; and reviewing, analyzing, and resolving any issues discovered during the voucher examination process to post appropriate disbursement accounting entries accurately to Phoenix.
- C. The incumbent reconciles the processed cashier transmittals in COAST upon receipt of Report ACDC013 from FSC/Charleston and prepares monthly Cashier Reconciliation for submission to FSC/Paris. S/he prepares U-251 Report (imprest) for USAID/Washington once a year. (10%)**
- D. Other job-related duties as assigned. (5%)**

Required Qualifications at the Full Performance Level:

Education:

Completion of secondary school (Grade 12) with some collegiate or equivalent study in accounting, bookkeeping or auditing is required.

Prior Work Experience:

Three to five years of progressively responsible work in cash accounting or bookkeeping with at least one year performing cashiering or accounting work.

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
- Cashier Certification
- Prompt Pay Seminar
- USAID Voucher Examination Beginner and Advanced courses.
- Prompt Pay Act
- USG Travel Policies, Regulations and Allowances
- E2i Travel System
- Phoenix Training

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(FAM), Foreign Affairs Handbook, Department of State Standardized Regulations, USAID Automated Directives System (FAM), 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:

- A very good working knowledge of FAMs and other regulatory material.
- Understanding of a variety of programs such as sale of personal property under various programs to ensure proper handling of collections and related actions (e.g., deposits and withdrawals of these special funds).
- 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 general 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 Curriculum Vitae and Cover letter to be considered.

2. E-mail:

jobapplications@usaid.gov

Point of Contact:

Penny Mamabolo, Telephone: (012) 452-2058

Gugu Mbambo, Telephone: (012) 452-2225

Paula Vernon, Telephone: (012) 452-2028

Only short-listed candidates will be acknowledged.

Closing date for this position: August 07,2015 (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.