



USAID | SOUTHERN AFRICA

Reference No.: 674-15-1033

Position/Salary Range: Supervisory Voucher Examiner
FSN-09: R315,711.00 – R442,046.00 (Full performance - Basic Salary)
FSN-08: R266,897.00 – R373,652.00 (Trainee level - Basic Salary)
Additional benefits include miscellaneous allowance, medical and pension fund subsidy, and dependents' education assistance subject to qualification.

Open To: South Africans and South African permanent resident permit holders.

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

Opening: September 11, 2015

Closing: September 25, 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:

USAID/Southern Africa's Regional Financial Management Office (RFMO) provides: a) financial services to USAID missions in Angola, Namibia, South Africa, and Zimbabwe, as well as the non-presence countries of Botswana, Lesotho, and Swaziland; b) oversight to a total of twelve financial management staff (including three chief accountants) in client Missions; and c) support for USAID regional technical and Ambassadors' self-help programs. RFMO services include accounting, audit management, budgeting, payment processing, technical guidance, and staffing coverage.

The Supervisory Voucher Examiner is located in RFMO's Accounts Payable unit, which additionally includes 1) a certifying officer, 2) six (6) voucher examiners and 3) a documents control clerk. The incumbent supervises the voucher examining activities as well as may examine the most difficult and complex multi-funded contract and grant invoices for payment of goods and services relating to USAID project and administrative payment activities. S/He provides technical leadership to the unit as well as to Voucher Examiners working in financial management offices at USAID/Southern Africa's client missions (Angola, Botswana, Lesotho, Namibia, Swaziland, and Zimbabwe).

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:

- 1, The Supervisory Voucher Examiner is responsible for directing the processing of all payment requests for the USAID/Southern Africa and its client missions serviced by the Regional Financial Management Office. Key results of the position include:

- Effective and equitable allocation of workload among the Voucher Examiners;
 - Enabling and developing, through on-the-job training and technical guidance, the Voucher Examiners as well as performing other supervisory duties that include reviewing position descriptions, evaluating performance and recommending career development, incentive awards and disciplinary action;
 - Ensuring that payment vouchers are authorized, accurate and include complete support documentation prior to certification by the authorized Certifying Officer;
 - Ensuring that claims for payment are processed within timeframes required by the Prompt Payment Act;
 - Ensuring that all vouchers received are processed through the Agency accounting system (Phoenix) according to ADS 630, Prompt Payment Act Regulations, Foreign Affairs Manual, and Standardized Regulations;
 - Ensuring adherence to USAID information systems and information security at 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 of this position description;
 - Ensuring complete electronic records by supervising the document imaging operations of the Regional Financial Management Office (RFMO).
2. The incumbent provides expert advice, supervision and guidance in the examination of all project and operating expense invoices to ensure conformance with the terms of the original contract or authorization as well as pertinent USG regulations, taking the lead on the most complex, long-term or multiple-funded actions. The Supervisory Voucher Examiner is accountable for training to ensure correction of Phoenix errors and effect proper posting in the General Ledger and monitors Voucher Examiner performance through analysis of weekly and monthly reports for outstanding advances and voucher productivity reports for USAID/Southern Africa. S/He performs required financial analyses, comprehensive reconciliations, difficult calculations, and advance liquidations as required in order to meet the financial management needs of USAID/Southern Africa. The incumbent also ensures established controls that prevent duplicate payments are effectively working and tracks disbursement cancellations.
 3. S/He may process (reviewing, analyzing and auditing) the most complex project and operating expense vouchers for South Africa and Client Missions (Angola, Botswana, Zimbabwe, Lesotho Swaziland and Namibia). The incumbent provides guidance and direction to Project and Operating Expense Accountants and Accounting Technicians in the RFMO, as well as to project staff, Regional Executive Office staff, and all USAID grantees, vendors and contractors with regard to allowability and/or validity of disbursement requests.
 4. The Supervisory Voucher Examiner communicates with contractors, grant officials, vendors and employees both orally and in writing to provide advice and to interpret the Agency's voucher auditing requirements. S/He consults with Accountants and Accounting Technicians to validate the obligation report, verifies accuracy of expenditure reports submitted by grantees for reimbursement, liquidates advances, or before processing requests for additional advances. Prepares or supervises the preparation of special 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.
 5. The incumbent performs other duties as assigned such as: (a) serves as back-up for all Voucher Examiners; and (b) works on special projects or assignments as required.

Required Qualifications at the Full Performance Level:

Education: Completion of secondary school (Grade 12) plus completion of a college diploma or three years towards a college degree in accounting, finance, auditing, or business management is required.

Prior Work Experience:

At the full performance level at least four years of experience:

- in Accounts Payable/Voucher examination or accounting is required of which at least three years are in voucher examining with a U.S. Government agency;
- a minimum of one year with a U.S. Government agency at FSN-8 or as a lead Accounts Payable/Voucher Examiner is required;
- prior supervisory or lead Accounts/Voucher Examiner experience is desired.

Post Entry Training: The following formal training opportunities covering U.S. government financial regulations and USAID policies and procedures should be completed prior to assignment to this grade level:

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

Language Proficiency:

- Level IV (fluent) English is required.
- Demonstrated fluency in written and spoken English (Level IV – Modern Standard) is required.
- At Level IV, an employee is required to possess a high degree of proficiency in written and spoken English.

Knowledge:

Expert knowledge is required of the financial sections of the Foreign Affairs Manual, Foreign Affairs Handbook, Department of State Standardized Regulations, USAID Automated Directives System, Government Accountability Office Decisions (GAO), 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 coach, motivate and manage the performance of assigned staff.
- Ability to identify applicable regulations; interpret complex, technical regulations; and apply these regulations to a variety of situations, specifically vouchers examination.
- Ability to read, interpret and apply with minimal supervision detailed technical program regulations and provisions of contracts/grants to make a determination as to whether there is a USG obligation and a legitimate basis of disbursement of government funds.
- Skills in articulating 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 20% based on application review, written assessment and interview.
3. Prior Work Experience/Weighted 25% based on application review and interview.
4. Knowledge/Weighted 25% based on written assessment and interview.
5. Skills and Abilities/Weighted 25% 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;
 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.
- 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 South African permanent resident permit holders. 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 Supervisory 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 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,
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

Lavinia Denation, Telephone: (012) 452-2358

Gugu Mbambo, Telephone: (012) 452-2225

Only short-listed candidates will be acknowledged.

Closing date for this position: September 25, 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.

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.