



VACANCY ANNOUNCEMENT: 2013 – 072

NOTE: All applicants must be RESIDING IN COUNTRY and have the required work and/or Residency permits to be eligible for consideration.

OPEN TO: All interested Candidates.

POSITION: Chief Accountant, Grade level: FSN-12

BASIC SALARY: From FRW 19,311,348 to FRW 32,829,294

OPENING DATE: January 22, 2014

CLOSING DATE: February 07, 2014

WORK HOURS: Full-time; 40 hours/week.

USAID/Rwanda is seeking an Ordinarily Resident citizen or individual with the required work permit for employment as Chief Accountant. USAID/Rwanda offers an Equal Employment Opportunity (regardless of age, sex, race, handicaps, national origin, etc.).

BASIC FUNCTION OF POSITION

The primal purpose of this position is to serve as the Chief Accountant for the financial operations of USAID/Rwanda in the Office of Financial Management. This position is directly responsible for the integrity of budgeting and accounting data, funds control, financial analysis & reporting and payments processing. The incumbent reports directly to the Controller and Deputy Controller, and supervises 5 personnel in performance of these responsibilities. USAID/Rwanda has an annual program budget of approximately \$150 million and an annual Operating Expense Budget of \$4.3 million.

A copy of the complete position description listing all duties and responsibilities is available at the USAID/Rwanda Website: <http://www.usaid.gov/rwanda/partnership-opportunities>

REQUIRED QUALIFICATIONS

NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item:

EDUCATION:

University degree in accounting, finance or business administration is required or its equivalent (i.e., at least 4 full years) in type, level of responsibility, scope and thoroughness of difficult and responsible public or private accounting experience. Master degree and/or CPA is preferred.

PRIOR WORK EXPERIENCE:

At least six to eight years of senior supervisory experience in public or private accounting is required.

LANGUAGE PROFICIENCY:

Level IV English ability (fluent) is required. Fluency in French and Kinyarwanda reading and speaking is desired.

JOB KNOWLEDGE:

A thorough and expert level knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted procedures for US and Rwanda governmental and business accounting, budgeting and reporting is required. Expert knowledge of laws, regulations and procedures applicable to USAID financial management is preferred.

SKILLS AND ABILITIES:

A very high level of analytical skill, professional expertise and sound judgment is required. Must be able to compile and present masses of detailed financial and related information in a concise and fully professional manner. Must be capable of supervising other accountants and directing and coordinating various elements of a complex accounting operations; and developing relations with American personnel in USAID and other USG agencies at post and with high level officials of the Rwanda government, local banks and credit institutions, and local business organizations.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174) from this link:
<http://www.usaid.gov/rwanda/partnership-opportunities>
2. A current resume or curriculum vitae that provides the same information as in the DS-174; and
3. Any other documentation (e.g., essays, certificates, awards, and copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Current employees serving a probationary period are not eligible to apply.

SUBMIT APPLICATION TO

kigalihr@usaid.gov

POINT OF CONTACT

Human Resources Office, Tel: 0252 596 400; Ext. 2605

CLOSING DATE FOR THIS POSITION: February 07, 2014 at 12:00 noon