I. GENERAL INFORMATION

1. SOLICITATION NO.: 72066318R10022

2. ISSUANCE DATE: December 11, 2018

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: December 25, 2018 before and/or on 5:00PM Ethiopian local time (close of business).

4. POSITION TITLE: FINANCIAL ANALYST

5. MARKET VALUE: FSN-11, $22,927 to $41,263. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Ethiopia. Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: Five (5) years. The services provided under this contract are expected to be a continuing nature that will be executed by USAID through series of sequential contracts, subject to the availability of funds.

7. PLACE OF PERFORMANCE: US Embassy, Entoto Road, Addis Ababa with possible travel as stated in the Statement of Work.

8. SECURITY LEVEL REQUIRED: Regional Security Office certification.

9. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The incumbent serves as a Financial Analyst in the Office of Financial Management/Financial Analysis Section (OFM/FA), USAID/Ethiopia and reports to the Supervisory Financial Analyst. S/he provides professional financial management advice on a broad range of financial management issues to the Controller, Mission Management, Development Objective Teams (DO Teams) and various governmental and non-governmental partner institutions, which implement an array of complex development activities. As OFM’s representative to the DO team to which s/he is assigned, s/he performs necessary analyses and provides appropriate advice on financial and accountability issues related to planning and implementing USAID/Ethiopia’s program-funded activities with an estimated $334 million unliquidated obligations as of September 30, 2018.

The FA acts as the “one stop” customer service representative between OFM and numerous internal and external customers including Senior Mission Management; Host Country agency representatives; private sector service providers; implementing partner organizations; and other international donor agencies regarding financial analysis and accounting for projects implemented by the Mission.
2. Statement of Duties to be Performed

A. Portfolio Financial Management and Monitoring 25%

As the cognizant OFM/FA backstop to his/her assigned portfolio, s/he reviews activity approval documents, commitment and obligating documents to ensure the reasonableness of budgets, compliance with forward-funding guidelines, appropriateness of the methods of financing/payment, and adequacy of financial reporting and audit coverage. Commitment/sub-commitment documents include but are not limited to MAARDs and draft obligating documents. Obligating/sub-obligating documents include various instruments such as implementation letters (ILs) issued to host government implementing agencies; contracts, grants and cooperative agreements with non-government organizations and public international organizations; and, inter-agency agreements with other U.S. Government agencies. Reviews Action Memorandums to the Director and Activity Approval Documents, ensures funding correctness and availability for unilateral/bilateral agreements, contracts, grants, travel authorizations, GLAAS transactions and all other commitment/obligating documents.

S/he provides financial status reports needed by Agreement Officer/Contracting Officer Representatives (A/CORs) to monitor the financial progress of the activities they manage. S/he prepares required monthly/quarterly and ad hoc financial reports related to program funds for Mission Management and other interested parties.

S/he also provides advice and guidance to A/COR and technical office budget assistants in the development of quarterly accruals, reviews the reasonableness of accrual estimates and posts accrual data into Phoenix. S/he participates in program portfolio/pipeline reviews and provides appropriate advice in identifying funds for alternative use or reprogramming. S/he reviews closeout documents to ensure that finance-related closeout actions such as completion of required audits, finalization of NICRAs, payment of final claims and de-obligation of excess funds are properly carried out, if necessary.

Design, automate, implement and maintain a user-friendly Mission quarterly pipeline report, along with other ad-hoc reports to include informative graphs and charts for digestion by Senior Management. This includes work with a complex set of data structures in the Mission Agreement and Project Pipeline Report (MAPPR) system and Phoenix Viewer database. Provide mentoring, hands-on training and program knowledge transfer for these activities to USAID/Ethiopia team members in OFM, PRM and the technical offices.

B. Audit Management 20%

In line with the Agency’s Audit Management and Resolution Program and accountability requirements, the incumbent acts as the Audit Management Officer’s designee for the assigned portfolios and assists Technical Offices in meeting their audit management responsibilities. S/he assists in developing the annual audit
inventory under his/her assigned portfolio through obtaining inputs from cognizant A/COR on activities that need to be audited or on which financial reviews need to be conducted. In coordination with the A/COR, s/he ensures the completion of required financial audits in accordance with the U.S. Government (USG) Audit Guidelines and assist in developing audit scopes of work for Agency-contracted financial audits of USAID/Ethiopia-funded activities based on Mission audit requirements.

S/he provides advice/guidance to auditees and audit firms in consultation with the RIG/Pretoria (RIG/P) to ensure full compliance with USAID audit requirements. S/he participates in audit entrance and exit conferences and reviews audit recommendations and draft audit reports. S/he assists in the preparation of management decisions which involves preparation of comprehensive financial analysis supporting questioned cost determination. Further, the incumbent also works closely with the USAID A/COR, the Contracting/Agreement Officer and grantees/contractors to resolve and close audit recommendations in a timely manner.

C. Financial Reviews 30%
S/he conducts comprehensive institutional reviews of potential recipients to assure that these institutions maintain the institutional capability to manage USAID resources and comply with documentation and reporting requirements. Recommendations and conclusions from the institutional reviews serve as the basis for the Agreement Officer to determine if the institution is eligible to receive USG funding, and for the Controller to determine the appropriate payment mechanism for the activity. S/he conducts periodic financial reviews of institutions (both governmental and non-governmental) receiving USAID funding to: 1) determine the adequacy of key systems and procedures including but not limited to accounting, procurement, accounts payable, personnel, assets management, and audits; 2) verify compliance with agreement terms and conditions; and 3) verify allowability of actual costs incurred. Makes recommendations for system improvements of institutions reviewed in order to strengthen their capacity particularly in the financial management of USAID funds. This includes preparing reports to document findings and recommendations and following up on actions taken to address recommendations.

S/he also participates in the performance of required annual reviews of the Mission’s internal/management control system in accordance with the Federal Managers’ Financial Integrity Act (FMFIA); s/he performs the risk assessment of various functional areas and assists in performing follow-up reviews to determine if significant deficiencies have been properly addressed and appropriate actions are taken by concerned Mission offices.

S/he assists in capacity building of Mission and implementing partner staff who are not familiar with USAID’s financial management requirements by providing training on accruals, audit management, payment methods, and other related topics.
D. Project Design Assistance

Represents the Controller as the primary point of contact for all financial management services provided by OFM to the Mission’s Development Objective (DO) Teams. Advises Mission personnel on the current and future fiscal status of projects and programs under their jurisdiction. This includes providing financial management guidance, advice, and usable information to activity managers, Contracting/Agreement Officers; Program representatives (CORs/AORs) and all levels of Mission management. The FA is the DO team’s resource for complex financial analysis, USG/USAID financial management regulations, reporting, and accurate budgeting.

Functions as a full team member for the assigned DO team(s). In this capacity, the FA participates in all DO team meetings, and in the development and design of DO activities. Provides budget and financial advice including technical guidance on USAID procedures, regulations and payment policies, as well as accounting and financial requirements. Assists the DO team management in the interpretation and analysis of historical and projected financial information based on the Phoenix system. Trains, explains and clarifies financial management issues to team members.

In coordination with the Program Office, the FA monitors the DO team’s Operating Year Budget (OYB) and its timely execution. Monitors the DO’s compliance with Agency forward funding guidelines. The FA’s role is key in formulation of project design and implementation mechanisms. Advises on the development strategy with a focus on strengthening accountability, transparency and sustainability of the host government as well as that of local CPA firms and NGO’s.

Serves as the Mission’s G2G contact point, liaising between USAID and Government of Ethiopia (GoE) to advise Mission management and high-level GoE officials on best ways forward to achieve USAID and GoE development goals. Coordinates Mission’s G2G assessment work in compliance with current Agency policy, drafts Scopes of Work for PFMRAF Assessments, participates in the same and maintains current information for the Mission on GoE systems.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

Under the general supervision of the Supervisory Financial Analyst, performs assignments independently, referring difficult questions to his/her Supervisor or, in the case of technical questions, to the A/COR. Advice and recommendations are reviewed but rarely challenged or changed on technical grounds. Completed work is reviewed for soundness, completeness and conformity with USAID policies and procedures. Accountant, in coordination with the Controller.
4. **Supervisory Controls:** None

10. **AREA OF CONSIDERATION:** All interested applicants. Cooperating Country National Personal Service Contractor (CCNPSC). Cooperating country national means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

11. **PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

12. **POINT OF CONTACT:** addisusaidjobs@usaid.gov; Fekadu Tamirate.

II. **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

   a. **EDUCATION:** A University Degree in Accounting, Finance or Business Administration is required.
   
   b. **PRIOR EXPERIENCE:** Six years of progressively responsible experience in professional financial analysis, budgeting, auditing, and accounting are required. At least three years of this experience with the USG or with donor agencies or international non-governmental organizations is advantageous.
   
   c. **LANGUAGE:** Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Amharic is required.

III. **EVALUATION AND SELECTION FACTORS**

The following evaluation factors for evaluating applications are established. The Technical Evaluation Committee will establish the competitive range/cut-off points per the evaluation factors listed below. Applicants are encouraged to provide a narrative for each selection criteria listed below in this section. This information will be used for evaluating and scoring each criterion. The TEC will conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on the interview and the Contracting Officer must consider findings from the reference checks as part of the responsibility determination. Be sure to include your name and the solicitation number at the top of each page.

**EDUCATION (30 points):** A University Degree in Accounting, Finance or Business Administration is required. Additional evaluation points will be given to offerors who exceed the minimum requirement.

**EXPERIENCE (40 points):** Six years of progressively responsible experience in professional financial analysis, budgeting, auditing, and accounting are required. At least three years of this experience with the USG or with donor agencies or international non-governmental organizations is advantageous.

**KNOWLEDGE, SKILLS, and ABILITIES (30 points):** A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of the U.S. Government
and host country laws, regulations and procedures relating to budgeting, auditing, accounting and financial management is required. A thorough knowledge of activity design, development, implementation and evaluation processes is essential. Familiarity with USAID policies and procedures.

Ability to analyze numerous accounting records and determine the need for various types or entries and adjustments. This includes recording and balancing accounts and relating the purpose and objective of activities to their costs and fiscal requirements. Ability to detect the financial strengths and weaknesses of activities and to make independent judgments on institutional capabilities and the adequacy of accounting system and internal controls. Must develop and maintain productive contacts with high level officials of the activity implementers such as the GFDRE, grantees and institutional contractors. The ability to present facts and recommendations in a clear and concise manner, both orally and in writing is critical. Excellent computer skills with knowledge of the internet, Microsoft Word, Excel, Access, and Power Point along with productive calculator and typing speeds are also important.

IV. Presenting an Offer

1. Eligible Offerors are required to complete and submit the offer form DS-174 Application for U.S. Federal employment along with a cover letter and resume written in English. The DS-174 Application form can be found in the U.S. embassy website https://et.usembassy.gov/embassy/jobs/;

2. Offers must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I, item 12.

3. Copies of credential documents (i.e., degree, training certificates, etc.);

4. Application must be submitted ONLY via addisusaidjobs@usaid.gov and the email subject must say– solicitation 72066318R10022, Financial Analyst

5. Please submit the application only once; and

6. Late and incomplete applications will not be considered; the application must be submitted before or on the date of filing at 5 p.m. (Close of Business).

7. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. List of Required Forms for PSC Hires

Once the Contracting Officer informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.
1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Finger Print Card (FD-258)

VI. **BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. **BENEFITS:**
   - Group life insurance, medical coverage, annual leave and sick leave.

2. **ALLOWANCES:**
   - Meal allowance and miscellaneous benefit allowance.

VII. **TAXES**

The employees are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

VIII. **USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:


4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635.** See [https://www.oge.gov/web/oge.nsf/OGE%20Regulations](https://www.oge.gov/web/oge.nsf/OGE%20Regulations)
EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Ethiopia provides equal 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. USAID/Ethiopia also strives to achieve equal employment opportunity in all personnel operations.

The EEO complaint procedure is 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.