



USAID | ZAMBIA

FROM THE AMERICAN PEOPLE

FINANCIAL ANALYST JOB ANNOUNCEMENT NO. AID-008-15

OPEN TO: All interested candidates

POSITION: Financial Analyst

OPENING DATE: December 24, 2015

CLOSING DATE: January 15, 2016

WORK HOURS: Full-time; 40 hours/week

SALARY RANGE: ZMK 347,426.09 p.a – ZMK 539,664.14 p.a.
Position Grade: FSN-11

USAID/Zambia has an immediate opening for a Financial Analyst in the Office of Financial Management.

MAJOR DUTIES AND RESPONSIBILITIES:

The Financial Analyst provides a full range of financial analysis, evaluation and financial advisory services, including project design and planning, budgeting, evaluating, and coordinating services to his/her assigned Development Objective Team. The incumbent is one of four Financial Analysts in the Financial Management Office. The incumbent is responsible for analyzing and advising on the complex financial aspects of developing, implementing and evaluating USAID projects and programs.

The incumbent acts as the “one stop” customer service consultant and is the primary Financial Management Team representative and backstop on the Development Objectives Teams, providing financial expertise and advice for all activities in the assigned portfolio. The incumbent also provides back-up coverage to other Financial Analysts including all duties and responsibilities of his/her assigned DO Team.

QUALIFICATIONS

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a) A Bachelor's degree in accounting, finance or business administration or a local equivalent, such as Certified Public Accountant (CPA) or Chartered Accountant is required.
- b) Five years of progressively responsible experience in professional accounting, auditing or financially oriented business management is required.
- c) Level IV English (Fluent) both written and spoken required. Language proficiency will be tested.
- d) A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of governmental and business financial accounting, budgeting and reporting is required.
- e) Knowledge of laws, regulations and procedures associated with financial management how projects are designed, developed, implemented and evaluated is required.
- f) Must have ability to detect the financial strengths and weaknesses of projects using strong analysis skills and able to collect and present facts and recommendations in a clear, concise manner, both orally and in writing.

A copy of the complete position description listing all duties and responsibilities is available on the USAID [website www.usaid.gov/zambia/careers](http://www.usaid.gov/zambia/careers).

SELECTION PROCESS AND CRITERIA

Applicants who meet the required qualifications for the Financial Analyst position will be evaluated based on information presented in the application and obtained through reference checks.

Please note that only shortlisted applicants will be interviewed or contacted. USAID does not pay for any expenses associated with the interviews unless expenses are pre-authorized.

Applicants must list at least three references and provide current contact information, preferably both an e-mail address and a telephone number. The Selection Committee will conduct reference checks on all applicants who meet the required minimum qualifications. References will be asked to comment specifically on the selection criteria below.

Selection Criteria

Education (20%)

Bachelor's degree in the field of accounting, finance or other related field is required.

Prior Work Experience (40%)

Minimum five years of progressively responsible, professional-level experience in a related field of work. Hand-on experience in professional accounting, auditing or financially oriented business management is required.

Skills and Knowledge (20%)

A good understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of governmental and business financial accounting, budgeting and reporting is required.

Evidence of English writing and oral skills proficiency (20%)

Fluency in spoken and written English (Level IV – fluent), with demonstrated excellent written and oral communication skills.

APPLYING:

Qualified candidates should send:

1. A formal application letter or cover letter;
2. A current CV;
3. Photocopies of all professional certificates and degrees;
4. A fully complete application form DS-174 (available online at <http://www.state.gov/documents/organization/136408.pdf>); and
5. Contact information for at least three professional references.

The complete position description listing all duties and responsibilities is available on USAID/Zambia website: <http://www.usaid.gov/zambia/careers>.

SUBMIT ALL APPLICATION MATERIALS TO:

EXOZambiaHR@usaid.gov (E-mailed applications required.)

The email subject heading **must** read:

Application: Financial Analyst, AID-008-15

Only short listed candidates will be contacted.