



**SENIOR PROGRAM BUDGET SPECIALIST  
JOB ANNOUNCEMENT No. AID-002-15**

- OPEN TO:** All Interested Candidates
- POSITION:** Senior Program Budget Specialist
- OPENING DATE:** January 12, 2015
- CLOSING DATE:** January 30, 2015
- WORK HOURS:** Full-time; 40 hours/week
- SALARY RANGE:** ZMK 264,026.25 p.a – ZMK 406,231.43 p.a.  
Position Grade: FSN-11

USAID/Zambia has an immediate opening for a Senior Program Budget Specialist in the Office of Program Office.

**BASIC FUNCTION**

The Senior Program Budget Specialist is the principal individual providing expert advice and specialized services on budgetary and programmatic planning and analysis of USAID assistance to Zambia.

The incumbent is primarily responsible for supporting the Program Office to provide program budget-related services to Mission Technical Teams and the Mission Front Office. S/he is expected to establish effective working relationships with the host government and as appropriate, represent the Program Office in budget and program operations matters. S/he is expected to be highly knowledgeable in USAID's procedures and regulations.

S/he is also a senior member of the Program Office and has responsibility for providing program-related advisory (back-stop) services to one or more of the Mission's Technical Teams.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **1. Program Planning and Budget Management**

- Prepare program budget requests for the Budget Justification to Congress and draft Mission's resource request for the Annual Report with input from the Technical Teams;
- Analyze the program portfolio (pipeline analysis, expenditure review, and mortgages), manage/maintain OpsMaster in consultation with the Technical Teams and the Financial Management Office, and make recommendations to Mission management on appropriate allocation of the Operational Year Budget (OYB);
- Advise Mission management and Technical Teams on budgeting issues related to Washington-based programs and activity resources and their availability and accessibility. Prepare field support budget requests, in coordination with the Technical Teams;
- Ensure that all program/activity pre-obligation requirements for new or amended activities are addressed before funds are obligated. Advise and assist in completing Congressional Notifications, statutory and assistance checklists, Project Appraisal Documents, waivers, environmental documentation, and financial analysis;
- Brief officials of the Ministry of Finance and National Planning on USAID's program and obtain their approval for major USAID program documents, especially the Development Objective Agreement (DOAG) and related implementation letters and other actions; and
- Manage the OYB reporting process, including submission of OYB reporting matrixes, and coordinate with USAID Washington staff on budget issues and actions.

### **2. Advisory and Systems Support to Technical and Development Objective Teams**

- Lead Technical and Development Objective Teams in preparing required documentation for program and DOAG-related actions, as well as documentation for other obligations, such as Government-to-Government agreements, Sector Program Assistance and Disaster Assistance etc., and assist the Technical Teams in preparing budget-related Implementation Letters and other obligating documentation;
- Support Technical and Development Objective Teams by providing program-related guidance, including drafting of budget and program-related Mission guidance;
- Liaise with Resident Legal Officer to obtain legal clearance on documentation related to the Mission portfolio and clarify issues pertaining to implementation of programs;
- Coordinate with Technical and Development Objective Teams to complete Strategic Objective Agreement and DOAG extensions and close-out actions;
- Back-stop services include but are not limited to providing guidance on the preparation of acquisition and assistance documents e.g. Program Descriptions, Independent Government Cost Estimates, Modifications, Justifications for Other Than Full and Open Competition; assisting to prepare for Portfolio Reviews and other presentations; assisting to conduct monitoring and evaluation of activities; and
- Prepare multi-year budgets when new budget data is available (i.e. requests, 653(a) levels, etc.) to enable Mission management to quickly see changes over a three- to five-year period.

### **3. Results Tracking and Reporting**

- Coordinate activity/special interest coding of all programs to ensure accurate presentation of the program portfolio and submit to AID/W;
- Manage Mission quarterly financial reviews and status of follow-up actions, in conjunction with

the Controller's Office staff; and

- Maintain up-to-date records of relevant budget and other financial information (past and present) for internal and external briefings on USAID assistance to Zambia.

#### **4. Other Functions**

- Represent Program Office on the Embassy Self-Help Program Proposals Review Committee, as needed;
- Screen unsolicited proposals and recommend appropriate responses for action by the Administrative Assistant, as needed;
- Mentor the Administrative Assistant
  - to ensure that DOAG and other program agreements files are complete, accurate, and maintained both as hard copies and on an electronic database; and
  - to prepare basic program amendments;
- Backstop Project Development Specialist; and
- Perform other duties as assigned.

#### **QUALIFICATIONS REQUIRED**

- a. Education:** A University degree in Finance, Business Administration, or other relevant discipline is required.
- b. Prior Work Experience:** Five years of closely-related professional experience. Experience in budgetary and financial analysis, as well as general interpretation of program data is desired.
- c. Post Entry Training:** Programming Foreign Assistance (PFA) Workshop and Program/Project Management Course should be taken within two years of appointment to the position.
- d. Language Proficiency:** Level IV English proficiency required.
- e. Job Knowledge:** Must have a thorough knowledge of U.S. legislation relating to development assistance and AID programming policies, regulations, and procedures, including ADS 200, ADS 308 and 350 series. Knowledge of economic and social development programs in Zambia is highly desirable.
- f. Skills and Abilities:** Computer literacy in word processing, spread sheet and presentation packages are required. Strong writing skills and an ability to obtain and analyze data and to prepare precise and accurate budget reports. Demonstrated tact and understanding in dealing with senior host-government officials and USAID officials is necessary.

#### **POSITION ELEMENTS**

- a. Supervision Received:** The incumbent will work under the direct supervision of the Program Officer or Deputy Program Officer.
- b. Available Guidelines:** Automated Directive System (ADS), Mission guidance documents and circular instructions from AID/W, AID Policy Determinations, and FAA.

- c. **Exercise of Judgment:** Incumbent has considerable latitude in carrying out work and is expected to exercise judgment in carrying out his/her duties. Desired results are outlined in broad terms. An ability to manage interrelated tasks and be able to work independently with minimum supervision is critical.
- d. **Authority to Make Commitments:** N/A.
- e. **Nature, Level and Purpose of Contacts:** Liaises with the Office of the Permanent Secretary of Economic Development of the Ministry of Finance and National Planning and Strategic Objective Team Leaders and Activity Managers.
- f. **Supervision Exercised:** N/A.
- g. **Time Requirement to Perform Full Range of Duties:** One year.

### **TERMS OF APPOINTMENT**

Subject to availability of funds, this will be a five-year contract, with an option to extend, depending upon continuing need of the services.

### **BENEFITS**

The position has been classified at an FSN-11 level. The actual salary of the successful candidate will be negotiated within that range depending on qualifications and previous earnings history.

### **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](mailto:EXOZambiaHR@usaid.gov) (E-mailed applications required.)

The email subject heading *must* read:

**Senior Program Budget Specialist, AID-002-15**

**NOTE: Only short listed candidates will be contacted.**