



SENIOR FINANCE AND BUDGET ADVISOR

Job Announcement No. AID – 018 -16

OPEN TO:	All Interested Candidates
POSITION:	Senior Finance and Budget Advisor FSN-12
OPENING DATE:	October 21, 2016
CLOSING DATE:	November 11, 2016
WORK HOURS:	Full-time; 40 hours/week
SALARY RANGE:	FSN -12 (ZMK 490,014.97 p.a. - 766,736.89 p.a.)

BASIC FUNCTION:

The Senior Finance and Budget Advisor is responsible for developing and managing Government-to-Government financing agreements. The incumbent provides guidance to Zambian Government counterparts on USAID financial management processes, managing the strategic budget for all Health Office activities, including PEPFAR, Saving Mothers Giving Life, and Presidential Malaria Initiatives.

Successful implementation of these responsibilities requires:

Tracking financial commitments and obligations to the Zambian Government, Implementing Partners, and other donors; maintaining information in budget systems throughout the planning and reporting processes; and developing and maintaining budget tracking instruments that support the sound budget monitoring. S/he interprets guidance on the Country Operational Plan, Health Investment Plan, and Malaria Operational Plan through a strategic approach in a manner that makes information readily available to the Health Office Team Lead and facilitates resource requests and allocations. The incumbent will also manage obligation of funds using (GLAAS) and the Field Support Database.

The position requires strong communication and leadership skills in addition to the required technical skills, knowledge, and understanding of accounting principles, theories, practices, and terminology. The Senior Finance and Budget Advisor reports to the Health Office Team Leader.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

A. Education: Possession of a master's degree in business administration, public administration, finance, international economics, social science, or development studies; and a bachelor's degree in accounting, finance, business administration is required.

B. Prior Work Experience: At least five years of professional-level experience in auditing, accounting, financial management capacity building, program planning, budgeting, financial management, or closely related work that includes the analysis and interpretation of complex data is required.

C. Language Proficiency (level and specialization): Level IV (fluent) English language proficiency, speaking, and writing, is required.

D. Job Knowledge: In-depth professional-level knowledge of good program management practices, appropriation and allotment accounting and budgeting procedures, as used in maintaining, reconciling, balancing, and closing complex accounts is required. Knowledge of accounting policies and regulations, procedures of disbursements and reimbursements principles and practices of cost accrual is necessary. Knowledge and understanding of the organization and respective roles of the different branches in the Zambian Government (e.g. Ministry of Finance; Directorates of Policy and Planning), in order to enhance effective communication and implementation is required.

E. Skills and Abilities: The incumbent must be able to work with host country government ministries to identify gaps and weaknesses in financial and program management capacity, develop and implement capacity building plans to address gaps and weaknesses. S/he must be able to relate funds management to Mission intermediate results and sub-intermediate results; understand changes in strategic program priorities and deadlines, their implications for budget management, and to recommend appropriate adjustments to the Health financial plan. S/he must have the ability to work effectively in a team environment to achieve mission goals. Abilities to manage a word processing program, databases and schedulers are essential.

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 is classified at FSN-12 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 (E-mailed applications required.)

The email subject heading **must** read:

Application: Senior Finance and Budget Advisor, AID-018-16

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.

Only short listed candidates will be contacted.