



USAID | SOUTHERN AFRICA

REF No: SOL-674-15-000024 (amended)

Position Title: Payment and Certifying Officer

Solicitation number: SOL-674-15-000024 (amended)

Open To: United States (U.S.) Citizens or U.S. Permanent Residents (non-U.S. citizens lawfully admitted for permanent residency) legally permitted to work in South Africa

Location: USAID/Southern Africa
Regional Financial Management Office (RFMO)
Pretoria, South Africa

Work Hours: Full-Time or Part-Time - not more than 40 hours or less than 20 hours per week

Type of Employment: USAID Resident-Hire U.S. Personal Services Contractor

Effective: Immediately

Expected Duration: One (1) Year Renewable

Salary Potential: GS-13 - \$73,115.00 - \$95,048.00

Issuance Date: May 6, 2015

Closing Date: May 31, 2015 - 17:00 Local Time, Pretoria, South Africa

Introduction:

The incumbent serves as a Payment Specialist and principal Authorized Certifying Officer (PS/ACO) for the Regional Financial Management Office (RFMO) of USAID/Southern Africa, providing financial management services to USAID/South Africa and client missions in Angola, Namibia, Zimbabwe, Madagascar, Botswana, Lesotho and Swaziland, as well as the RIG/Pretoria office. The incumbent is responsible for the final review and certification of vouchers for payment. S/he is responsible for ensuring that funds are available for payment, the services for which bills have been presented have been rendered, that advances of funds prior to rendition of services are legally proper and that vouchers and computations are correct. The PS/ACO must be knowledgeable of and rely upon the financial controls system in place to ensure the propriety of payments and to avoid personal liability.

Major Duties and Responsibilities:

The Contractor's responsibilities include the following (with time allocation in percentage):

- 1) Review for correctness and certify for payment complex invoices and/or claims for **70%** payment involving operating expense and program funded contracts and grants. Also reviews and certifies a full range of complex administrative claims, including a substantial number of international travel vouchers and entitlement payments. Claims

reviewed include a variety of payment provisions for fixed price, cost reimbursement and variable cost contracts. Judgment is required in adapting USAID procedures to local business customs and laws. Review and analysis includes:

- Ensuring that the request for payment is in accordance with the provisions, terms, and conditions of the obligating document;
- Verifying that funds are available and that established controls to prevent improper or duplicate payment are in place and effectively working;
- Confirming proper application of the Prompt Payment Act by processing vouchers within the correct time frame;
- Ensuring that disbursements comply with USG and host country laws and regulations;
- Preparing and communicating rationales concerning any portions of a claim where payment is suspended or disallowed;
- Communicating with payees and other mission staff to provide guidance, interpret the agency's voucher auditing requirements, and/or request clarifying information regarding proposed payments.

- 2) Incumbent functions as the primary mission liaison with the United States Disbursing Officer (USDO), provides procedural guidance, identifies system issues, operates complex payment system interfaces, and troubleshoots local bank payment issues as they arise. **10%**

Incumbent is responsible for ensuring the physical security of computers and sensitive banking information. The system houses and transmits sensitive banking information of nearly \$600 million per year. The PS/ACO is also responsible for communicating with Citibank and downloading and distributing monthly statements for items procured using the government credit cards.

- 3) The job holder completes projects as assigned by the Controller / Deputy Controller, including identifying and assisting in the development of Phoenix reporting and system applications, including spreadsheets, for use by the RFMO payments section to maintain financial controls. **10%**
- 4) S/He monitors program and OE advances to ensure conformity with advance aging regulations, and takes action as necessary to bring excess amounts into compliance. **5%**
- 5) Incumbent assists the Deputy Controller and the Controller to review and ensure that appropriate procedures and internal controls are in place and are adhered to, including reviews and clearances of bank reconciliations and travel authorizations. S/He documents such internal control procedures and other written guidelines. **5%**

Qualifications:

Required:

Bachelor's level degree is required. A degree in accounting, finance, business administration or related field is advantageous.

Three (3) to five (5) years of professional experience in applying standard principles and accepted practices of accounts payable or a related field is required. Prior financial management experience with the USG/USAID is highly desirable.

Knowledge of professional accounts payable/receivable principles, practices and terminology is required. Ability to research and apply US Government policies and regulations related to payments required. Familiarity with financial management automated systems, Microsoft Word, and Excel is required. Desired qualifications include knowledge of: federal procurement practices and standardized regulations, USG/USAID accounts payable and accounting policies and procedures, Prompt Payment Act requirements, FAM, FAR, and ADS series 600 for financial management. Experience using the USAID Phoenix financial management system is highly desirable.

The incumbent will be required to work under pressure to manage a complex range of payments and prioritize workflows within time constraints. Advanced analytical skills are required to troubleshoot issues and verify complex computations and analyses in order to support approvals. The ability to analyze section reporting needs and assist in the development of Phoenix standard reports and spreadsheets for use by the section is required. Excellent interpersonal and communication skills are required to work with internal and external customers to clearly explain rationales for payment disallowances, procedures and claims deficiencies. The job holder is required to logically and consistently apply detailed regulations, procedures, and contract conditions to the payment process.

A written test may be given to assess the candidate's English writing skills, proficiency with Microsoft applications and general computer skills.

English language fluency (Level IV English), both in oral and written communications, is a requirement for this position.

Applying:

Interested applicants **must** submit:

- (1) **An up-to-date curriculum vitae (CV) or resume:** Your CV/resume **must** contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Applicants are encouraged to write a brief appendix to demonstrate how prior experience and/or training addresses the minimum qualifications and evaluation criteria set forth in the solicitation.
- (2) **Form OF-612:** This form must be signed and completed as much as possible and may reference the CV/resume for a greater detailed explanation of work experience rather than repeat it in the OF-612; and,
- (3) **References:** Two (2) to three (3) references, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about your past performance and abilities. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation of the application.

Submissions shall be in accordance with the above information at the place and time specified. In order to be considered for the position a candidate must meet the Minimum Qualifications listed in the solicitation. Consideration and selection will be based on a panel evaluation of the applications vis-a-vis the Required Qualifications. Applicants should note that the salary history for the purposes of the OF-612 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc. Applicants are reminded and required to sign the certification at the end of the OF-612.

Please note that the U.S. mail system is not as reliable as other methods of submitting applications. Preferred methods include: courier, overnight mail service, hand delivery, or emailing scanned copies to jobapplications@usaid.gov. **Applications must be signed and dated.** In addition, hard copies of certain documents may be requested. Applicants are responsible for submitting the OF-612, so as to

reach the Government office designated in the solicitation by the closing date and time specified in the solicitation whether submitted by courier, overnight mail services, hand delivery or e-mail. An application received after the closing date and time will be considered late, unless there is acceptable evidence to establish that it was received by the Government installation prior to the time and date specified in the solicitation and in accordance with Federal Acquisition Regulation (FAR) 15.412.

USAID/Southern Africa reserves the right not to award any contract as a result of this solicitation. Only short-listed candidates will be contacted.

Definitions:

Resident Hire:

Resident hire means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country as a spouse or dependent of a U.S. citizen employed by a U.S. government agency or under any U.S. government-financed contract or agreement, or for reasons other than for employment with a U.S. government agency or under any U.S. government-financed contract or agreement. A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

Methods of submission of an application:

1. **Hand Deliver To:**

USAID/Southern Africa
Office of Human Resources
100 Totius Street
Groenkloof
0027
Pretoria
South Africa

2. **Via U.S. Mail:**

USAID/Southern Africa
Office of Human Resources
9300 Pretoria Place
Washington D.C. 20521 – 9300

3. **If sent via Courier, International or Local (South African) Mail use:**

USAID/Southern Africa
Office of Human Resources
100 Totius Street
PO Box 43
Groenkloof
0027
Pretoria
South Africa

4. **If sent via email:**

Ms. Caroline Sello
Human Resources Assistant
Telephone: +27 12 452 2059
E-mail address: jobapplications@usaid.gov

Point of Contact:

Martin Steyn, Telephone: +27 12 452 2021