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**RWANDA**

## **VACANCY ANNOUNCEMENT: 049-13**

- OPEN TO:** All interested Candidates.
- POSITION:** A.I.D Development Assistance Specialist (Program Budget) FSN-12
- OPENING DATE:** August 2, 2013
- CLOSING DATE:** August 23, 2013 at 12:00 pm
- WORK HOURS:** Full-time; 40 hours/week.

USAID/Rwanda is seeking an Ordinarily Resident citizen or individual with the required work permit for employment as A.I.D Development Assistance Specialist (Program Budget). USAID/Rwanda offers an Equal Employment Opportunity (regardless of age, sex, race, handicap, national origin, etc).

### **BASIC FUNCTION OF POSITION**

The Development Assistance Specialist is responsible for developing and managing the Mission program budget and advising senior managers and staff on all aspects of program budget planning, implementation, and tracking. S/he serves as the Mission's primary point of contact with the Government of Rwanda (GoR) for negotiating, managing, and monitoring Development Objective (DO) agreements. S/he also serves as a Mission expert on the design, development, and management of Government-to-Government (G2G) and other host country system assistance mechanisms. S/he liaises with the GoR and other donors to ensure that Foreign Assistance programming is consistent with USG and host country priorities.

A copy of the complete position description listing all duties and responsibilities is available at the <http://www.usaid.gov/rwanda/partnership-opportunities>

### **QUALIFICATIONS REQUIRED**

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

1. Equivalent of A.B or B.S. collegiate degree in business administration/management, accounting, finance, or other closely related field. Post-graduate study in business administration/management, accounting, finance, economics, public administration, or development studies is highly desirable.
2. A minimum of seven years of progressively responsible professional experience in accounting, financial

analysis, financial management, or budget planning and management is required. Six to eight years of experience in development or relief work, ideally with an international development partner, international NGO, or other international organization in Rwanda, or with the GoR in a senior position, is highly desirable. Ideally, this experience will include project or activity design and program planning, budgeting, and management.

3. Level IV (fluent) ability is required in both written and spoken English, and similar fluency in French and Kinyarwanda is preferred..
4. Familiar with political and administrative structure of the GoR: GoR laws, policies and procedures; financial institutions and systems; societal values; the economic and fiscal structure and dynamics of Rwanda; and Rwandan and American social and cultural values. A sound theoretical knowledge of political and economic development issues is highly desirable. While a thorough knowledge of USAID policies, goals, procedures and regulations is desirable from the outset, it may have to be acquired on the job and through participation in the Post Entry Training.

### **SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. If the selected applicant does not fill all the position requirements, he/she may be started at training level. **ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**

### **TO APPLY**

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174) from this link: <http://www.usaid.gov/rwanda/partnership-opportunities>
2. A current resume or curriculum vitae that provides the same information as on DS 174; plus
3. Any other documentation (e.g., essays, certificates, awards, and copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

Human Resources Office (or Executive Office)  
USAID/Rwanda, B.P. 2848 Kigali or E-mail: [Kigalihr@usaid.gov](mailto:Kigalihr@usaid.gov)

### **POINT OF CONTACT**

Human Resources Office, Tel: 0252 596 400; Ext. 2605 or 2693,

**CLOSING DATE FOR THIS POSITION:** August 23, 2013 at 12:00 pm

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