

## JOB VACANCY ANNOUNCEMENT

### USAID AUDIT MANAGEMENT ASSISTANT

The U.S. Agency for International Development (USAID/Philippines) has an immediate need for an Audit Management Assistant. S/he will be a member of the Office of the Regional Inspector General in Manila (RIG/Manila).

The Audit Management Assistant serves as the senior support staff in the office with the responsibility of providing technical support on audit and investigative related matters for a moderately complex regional portfolio in Asia. S/He performs a comprehensive range of analytical and technical support to the RIG/Manila office. S/he reports to, and works under the supervision of the Regional Inspector General in the Manila office.

#### AUDIT RESPONSIBILITIES:

- a) **Routine Audit Coordination.** S/He assists in carrying out the daily activities of the office and monitors actions taken on audit findings, audit recommendations, and other regional responsibilities. S/He analyzes and prepares a variety of reports for OIG/Washington and the RIG/Manila office.
- b) **Non-Routine Audit Coordination and Special Projects.** S/He coordinates, manages, and/or participates in the office's non-routine activities and special projects.

#### ADMINISTRATIVE MANAGEMENT:

As the office's principal and senior support staff, s/he assists in providing oversight and mentors other FSN administrative staff as necessary. S/he serves as the backstop to the designated/assigned administrative staff of RIG/Manila in providing support to the Office.

The candidate must meet the following Evaluation Criteria:

- \* **Education (10%)** Completion of two years of college/university studies or short study courses in general coursework such as administration, office management, financial, accounting is required. Audit related course or a tertiary qualification is an added advantage.
- \* **Work Experience (20%)** From 3 to 5 years of progressively responsible experience in administrative management, particularly as related to the audit and investigative fields, with some of these years obtained from any of the following: U.S. Government Agency, international development agency or donor agency projects, or Philippine government organizations.
- \* **Job Knowledge (25%)** A good understanding and knowledge, or the ability to quickly gain understanding and form working knowledge of USAID and Office of Inspector General (OIG) policies and procedures for audits, budget and fiscal, personnel, procurement and contracting, travel, and other administrative procedures, regulations, and requirements.
- \* **Skills and Abilities (25%)** Ability to work independently and to analyze, manipulate, and compile financial and audit-related data (schedules, tables and reports) using computer systems; ability to deal effectively with USAID, OIG, and U.S. Embassy personnel and USAID's implementing partners and foreign government officials on RIG/Manila audits and investigations. Ability to use office equipment such as fax machine, photocopier, digital camera, and others; ability to independently carry out desktop publishing and issuing of reports for the entire region.
- \* **Communication and Computer Skills (20%)** Above average command of the English language in oral and written form; ability to work with software applications for MS Office, and other applications.

The compensation package includes mid-year and year-end bonuses, health and life insurance, and a supplementary retirement plan. The salary will be negotiated based on a combination of the candidate's salary history and of the organization's pay plan.

Note:

- *USAID reserves the right to reject any and all applicants. Only short-listed candidates will be notified.*
- *This position is open for Philippine local residents only.*

**Application letter and comprehensive resume must be received no later than September 25, 2015  
via email at [aidmnlhr@usaid.gov](mailto:aidmnlhr@usaid.gov)**