



USAID | **INDONESIA**

FROM THE AMERICAN PEOPLE

U.S. Agency for International Development (USAID) based in Jakarta is recruiting Indonesian Nationals for the following position:

USAID Voucher Examiner, FSN-7 (Trainee Level), FSN-8 (Full Performance Level), Post Code: D34003

Salary starts from Rp. 7,647,392 per month depending on qualifications, experience and salary history.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for reviewing and analyzing complex invoices and/or claims for payment involving USAID Assistance Agreement and Unilateral programs including Grants, Cooperative Agreements, Contracts, Indefinite Quantity Contracts, and Task Orders, etc. The life of these agreements usually extends from two to ten years involving multi-million dollar program funding and various objectives. The incumbent provides back-up support to the Supervisory Voucher Examiner with respect to processing project vouchers during his/her absence or as workload demands.

QUALIFICATIONS REQUIRED:

- 1) 1. A minimum of a two –year diploma in accounting, auditing, and/or business administration is required.
2. Three to five years of progressively responsible experience in voucher examination, accounting/auditing and related budget and fiscal work.
3. Level III (Good working knowledge) English written and verbal ability is required. Level IV (Fluent) Bahasa Indonesia is required.

All candidates must provide a cover letter in English which clearly expresses the rationale for their interest in the position in a manner and format that persuasively and convincingly argues for their recruitment.

Only short listed candidates will be notified for test and interview.

Send letter of application, complete resume in English and supporting documents (in Microsoft Word document format) & please put the post code: D34003 on the subject of your email to: jktrecruitment@usaid.gov

CLOSING DATE: November 05, 2014

For more information, please visit USAID Website: <http://indonesia.usaid.gov>