

Management Notice



American Embassy, New Delhi

NO.: 15-033

DATE: February 6, 2015

FROM: Marja Verloop - Acting Minister Counselor for Management Affairs

TO: All New Delhi Americans

SUBJECT: Vacancy Announcement - Regional Certifying Officer, USAID/India

OPEN TO: U.S. Eligible Family Members (USEFMs) and Members of Household (MOH) - All Agencies and U.S. Citizens

POSITION: Regional Certifying Officer, USAID/India
(Resident-Hire U.S. Personal Services Contract), GS - 11

OPENING DATE: February 06, 2015

CLOSING DATE: February 27, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: GS-11 equivalent (Market range \$ 51,298 to \$ 66,688)
Salary to be paid within this grade depending on the experience, qualifications, and salary history.

LENGTH OF HIRE: One year with the possibility of extension

ALL APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in New Delhi is seeking an individual for the position of Regional Certifying Officer (Resident-Hire U.S. Personal Services Contract) for USAID/India.

BASIC FUNCTION OF POSITION

The position is located in USAID/India's Regional Financial Management Office (RFMO). The

incumbent will be responsible for approving and certifying payments for the USAID missions in India, Sri Lanka and the Maldives. S/he will also be responsible for monitoring the Missions' advance and collection processes and ensuring adequate internal control procedures are in place. The incumbent will report directly to the Regional Controller (Director of RFMO) and will work closely with the Chief Accountant and the Supervisory Voucher Examiner to prepare and submit periodic financial management reports. S/he will provide technical training to the RFMO and client mission staff on procedures and regulations related to voucher processing.

The incumbent will serve as the principal Authorized Certifying Officer (ACO) for the Regional Financial Management Office at USAID India. Currently RFMO provides a full range of financial and audit management support and oversight including payment processing to USAID Missions in India, Sri Lanka and the Maldives.

Broadly the incumbent's duties and responsibilities will include:

1. Review and certification for payment of the full range of program and operating expenses funded vouchers in accordance with US Government and USAID policies and procedures. Concurrently, the incumbent will approve and certify payments using USAID's financial management system (Phoenix).
2. Share the responsibility for oversight and direction of the operation and monitoring of the payment related accounting and tracking systems including advances and collections.
3. Provide technical training to the RFMO and client mission staff on procedures and regulations related to USAID payments administration.
4. Perform special studies and analysis on various management activities and serves on teams working on administrative tasks. These assignments will generally focus on evaluating existing internal policies and procedures. This includes formulating recommendations to improve and document financial policies and procedures, and reviewing internal controls. Assignments are also expected to include providing support on Washington reporting, and analysis and reconciliation of accounting data.
5. Assist the Regional Controller and Chief Accountant in evaluating existing practices and procedures in order to ensure that proper internal controls are in place and being adhered to; and that the operations related to budgeting, accounting, cash management, and reporting are being carried out efficiently. May act in a lead capacity on behalf of the Regional Controller during their absence.
6. Prepare customized financial management reports and coordinate the completion of Washington Data Call requests including Improper Payment reports.

A copy of the complete position description listing all duties and responsibilities is available on USAID/India website <http://www.usaid.gov/india/careers>. It can also be obtained from the USAID India Human Resources Division (Contact: Vandana Sharma, Human Resources Specialist at Ext. 8117 or e-mail: vsharma@usaid.gov<<mailto:vsharma@usaid.gov>>)

QUALIFICATIONS REQUIRED

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

1. Education: Undergraduate Degree in Accounting, Financial Management, Business administration or related fields is required.
2. Prior Work Experience: A minimum of two years of professional experience is required.
3. Language Proficiency: Level IV English ability (fluency) is required.
4. Knowledge: Detailed knowledge and understanding of professional accounting principles, theories, practices and terminology.
5. Skills and Abilities: Must possess skills to organize and operate financial management functions in an effective manner and to be able to withstand the scrutiny of an audit; ability to respond to or draft correspondence in English; ability to deal effectively with colleagues, supervisors, suppliers and contractors utilizing tact and diplomacy; and a high degree of integrity and honesty.

Note: This position is under a resident-hire U.S. Personal Services Contract with limited fringe benefits.

SELECTION PROCESS

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications. The selected candidates for this position must obtain a "Facility Access" level clearance within a reasonable period of time (USAID will provide details regarding this clearance to the selected candidate) from USAID/Washington's Office of Security. A substantial delay in obtaining the required clearance will make the applicant ineligible for selection.

USAID/India expects to award a personal services contract for a one-year base period with the possibility of extension, commencing as early as practically possible subject to security and medical clearances and funds availability. The duty post for this contract is New Delhi, India.

Evaluation factors:

- a. Demonstrated written and verbal communication skills, as well as computer skills. (25 points)
- b. Demonstrated analytical, organizational, and creative thinking skills. (25 points)

c. Depth and relevance of prior experience with commercial or U.S. Government disbursement systems related to procurements and application of policies, regulations and procedures. (25 points)

d. Interpersonal skills and ability to manage work flows, work as a team member with diverse colleagues, and provide leadership in areas of competency. (25 points)

Total = 100 points

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. The candidate must be able to obtain and hold a 'Facility Access" level security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family member (DS-174) (attached). Please note: Must answer all the questions in DS-174 application form.

You may also click the link below to access the above form:

http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174_0.doc

OR

2. A current resume or curriculum vitae that provides the same information found on the UAE (see Definitions); or
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet.

SUBMIT APPLICATION TO

Submit print copies of applications to:

Human Resources
United States Agency for International Development
U.S. Embassy

Shantipath, Chanakyapuri
New Delhi - 110 021

Or

Electronic Submission to: indiaper@usaid.gov<<mailto:indiaper@usaid.gov>>

POINT OF CONTACT

Mr. Yashwant Kumar Kainth, Executive Officer
Telephone: 91-11-2419-8542

CLOSING DATE FOR THIS POSITION: (FEBRUARY 27, 2015 COB 17:00 hrs.)

The U.S. Mission in New Delhi 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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

POSITION DESCRIPTION FOR: USPSC Regional Certifying Officer (Resident-Hire), GS-11

INTRODUCTION

The United States has had a development partnership with India for over 60 years. This partnership has yielded many landmark successes, such as the Green Revolution and developing effective national programs in HIV/AIDS and tuberculosis. India's emergence as a regional and global power and rapidly growing trade and investment partner creates a strategic opportunity to evolve the traditional donor-recipient model of development into true partnership, in which the United States and India join forces to tackle development challenges in India and globally.

India's leadership in innovating products, processes and service delivery models to benefit vulnerable populations has helped lift millions out of poverty and holds great potential for broader replication to address today's global development challenges. USAID is transforming its programs to support India as a development innovation laboratory for U.S. and Indian partners to develop, test, and scale new tools and technologies to advance development solutions

across Asia and globally. USAID/India is increasingly seen as a new model for USAID missions around the world with a focus on innovative solutions to development. USAID/India is a full-service, regional mission with 19 U.S. Direct Hire (USDH) employees, 83 Foreign Service Nationals (FSNs), and 3 U.S. Personal Service Contractors (USPSCs). The Mission is also field headquarters for a growing regional program. The Mission formulates and implements a bilateral cooperation program totaling \$108 million annually with an operating expense budget of \$4.1 million. The Mission is developing a new cooperation strategy with a focus on partnerships and innovation within the three primary sectors of energy and the environment, health (health system strengthening for HIV/AIDS, family planning, maternal and child health, polio eradication, and tuberculosis) and food security and agriculture, buttressed by programs in education, governance and women's equality. The Mission provides a full range of financial management services for USAID programs in Sri Lanka and the Maldives and legal support for programs in Nepal, Sri Lanka and the Maldives. This position is located in New Delhi.

BASIC FUNCTION OF POSITION

As part of the USAID/India Regional Financial Management Office (RFMO), the incumbent will be responsible for certifying payments for the USAID missions in India, Sri Lanka and the Maldives. H/she will be responsible for certifying these payments, monitoring the Missions' advance and collection processes and ensuring adequate internal control procedures are in place. The incumbent will also work closely with the Chief Accountant/Deputy Controller and the Supervisory Voucher Examiner to prepare and submit periodic financial management reports. H/she will provide technical training to the RFMO and client mission staff on procedures and regulations related to voucher processing.

MAJOR FUNCTIONS OF THE POSITION:

The contractor will serve as the principal Authorized Certifying Officer (ACO) for the Regional Financial Management Office at USAID India. Currently RFMO provides a full range of financial management support including payment processing to USAID Missions in India, Sri Lanka and the Maldives. The ACO will perform the following functions:

1. Review and certification for payment of the full range of program and operating expenses funded vouchers in accordance with USG and USAID policies and procedures. Concurrently, the incumbent will approve and certify payments using USAID's financial management system (Phoenix). (60%)
2. Share the responsibility for oversight and direction of the operation and monitoring of the payment related accounting and tracking systems including advances and collections. (10%)
3. Provide technical training to the RFMO and client mission staff on procedures and regulations related to USAID payments administration. (10%)
4. Perform special studies and analysis on various management activities and serves on teams working on administrative tasks. These assignments will generally focus on evaluating existing internal policies and procedures. This includes formulating recommendations to improve and document financial policies and procedures, and reviewing internal controls. Assignments are also expected to include providing support on Washington reporting, and analysis and reconciliation of accounting data. (5%)
5. Assist the Regional Controller and Chief Accountant in evaluating existing practices and procedures in order to ensure that proper internal controls are in place and being adhered to; and that the operations related to budgeting, accounting, cash management, and reporting are being carried out efficiently. May act in a lead capacity on behalf of the Controller during their absence.(10%)
6. Prepare customized financial management reports and coordinate the completion of Washington Data Call requests including Improper Payment reports (5%)

REQUIRED QUALIFICATIONS

- a) Citizenship: Must be a U.S. Citizen
- b) Education: Undergraduate Degree in Accounting, Financial Management, Business Administration or a related field is required.
- c) Prior Work Experience: A minimum of two years of professional experience is required.
- d) Language Proficiency: Level IV English ability (fluent) is required.
- e) Knowledge: Detailed knowledge and understanding of professional accounting principles, theories, practices and terminology.
- f) Skills and Abilities: Must possess skills to organize and operate financial management functions in an effective manner and to be able to withstand the scrutiny of an audit.

Ability to respond to or draft correspondence in English is essential. Must be able to deal effectively with colleagues, supervisors, suppliers and contractors utilizing tact and diplomacy. A high degree of integrity and honesty is essential and required.

- g) Computer Skills: Proficiency in use of Excel spreadsheets and/or database reporting and word is required.

POSITION ELEMENTS

- a) Supervision Received: Directly supervised by the Regional Controller/Director, RFMO/India.
- b) Available Guidelines: USAID Automated Directive System (ADS), FAM, DSSR and other written directives.
- c) Exercise of Judgment: The incumbent directly supports the effective use and stewardship of vast amounts of USG resources, and consequently must exercise sound judgment in performing duties that have financial implications and where no clear precedents exist.
- d) Authority to Make Commitments: N/A.
- e) Nature, Level and Purpose of Contacts: Liaises with USAID staff and awardees to support the payment process.
- f) Supervision Exercised: None.
- g) Time Required to Perform Full Range of Duties: This will be a one year assignment renewable on a yearly basis subject to the Mission's needs and Funds Availability