



USAID | INDONESIA

FROM THE AMERICAN PEOPLE

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

USAID Project Management Specialist, FSN-9 (Trainee Level), FSN-10 (Full Performance Level)
(Post Code: **I09001**)

Salary starts from Rp. 15,605,989.00 per month depending on qualifications, experience and salary history.

BASIC FUNCTION OF POSITION:

This position is a critical member of the Education Office and is responsible for all financial analysis and management support for the Office. The incumbent is responsible for the financial and administrative management of activities, supporting their implementation, programming of resources, and financial monitoring and evaluation of the Office's programs and activities. The incumbent produces all financial reporting, projections, accruals and government estimated budgets. S/he provides program and budget analysis across activities, administrative support, and operates independently of any other such position in the office. S/he also conceptualizes, analyzes and prepares periodic reports and information on Office activities. S/he also works closely with the Office Director and Deputy Director in drafting reports and preparing financial accounting for the Office's Strategic Objective Agreement with senior GOI technical staff at Menkokesra.

S/he works independently to develop short & long-term budget projections that feed into Mission programming decisions and prepares all interim and other financial reports including quarterly accruals and pipeline reports, as well as input to the Annual Report, Congressional Budget Justification, Country Operational Plan, Mission Program Plan and others.

As a Mission professional, the incumbent acts as part of the Office team and participates with professionals in other related USAID sectors in the planning, design, development, management and monitoring of USAID programs includes a variety of complex research, reporting, contact, monitoring, and analytical duties, and coordinating work with other Mission Strategic Objective (SO) Team Leaders, other Mission technical officers, and host-country and project partners.

The incumbent reports to the Office Director.

QUALIFICATIONS REQUIRED:

- 1) University degree in finance, management, accounting, business or related fields is required.
- 2) At least five years of business, finance, accounting, financial analysis, or budgeting experience. At least three years should be in related work with donor organizations, host-government organizations, or private sector institutions.

3) Level IV (Fluent) speaking/reading/writing in English and Bahasa Indonesia are required.

Please put the post code: **I09001** on the subject of your email to: jktrecruitment@usaid.gov

CLOSING DATE FOR THE POSITION:

October 22, 2014

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

For more information about vacancies and USAID/Indonesia Mission please visit our website at
<http://indonesia.usaid.gov>