



Solicitation open to: All Interested Afghan Nationals
Position Title: Financial Analyst (G2G)
Type of vacancy: Multiple Positions
Opening date: December 1, 2013
Closing date: November 30, 2014
Vacancy announcement #: USAID/306/14/20/OFM
Work Hours: 40 hours (Full time)
Position Grade: FSN-11

USAID/Afghanistan is seeking individuals for multiple positions as Financial Analyst in the Office of Financial Management (OFM) Section.

BASIC FUNCTION OF THE POSITION:

The incumbent serves as a Financial Analyst in the Office of the Controller, USAID/Afghanistan reporting officially to the Deputy Controller through Team Leaders. The incumbent will work directly with a broad range of other U.S. Government officials in assisting to develop strategies, designing projects and activities, conducting monitoring and evaluation of programs, and providing assistance and advice primarily to support direct assistance programs to the Government of Islamic Republic of Afghanistan (GIROA) as well as direct assistance to Afghan civil society organizations, Non-Governmental Organizations (NGOs) and other multi-national partners. A key component of the duties and responsibilities will include providing direct capacity building support to GIROA line ministries, parastatal organizations, and U.S. Government's implementing partners while conducting reviews and assessments of GIROA activities and audits of all locally incurred costs by GIROA entities and USG implementing partners. The incumbent will be expected to play a key role in planning, implementing and reporting on activities involving assessments, audits and capacity building of GIROA entities.

MAJOR DUTIES AND RESPONSIBILITIES:

1. As a core member of the Office of Financial Management (OFM) and an integral part of the Partner Country Systems (PCS) team, the employee participates in discussions and decision making relating to the principle team functions in developing strategies, designing projects and activities, conducting monitoring and evaluation of direct assistance to GIROA entities as well as to Afghan civil society organizations, NGOs and other multi-national partners. Provides financial advice, analyses and makes recommendations on the financial feasibility and compliance with Agency's policies and procedures. Assists in reviewing project design documents including concept papers and project appraisal documents with emphasis on budgets and compliance with laws, regulations and policies. Reviews project budgets for potential reprogramming. Reviews Implementation Letters (ILs) and other grants to the GIROA to determine compliance with the requirements and to ensure conditions precedent and any ongoing covenants are being properly reported and addressed. Keeps the Team Leaders, Deputy Controller, and Controller informed of significant issues related to planning, implementing and monitoring of programs and activities of GIROA as well as to Afghan civil society organizations, NGOs and other multi-national partners as they arise.
2. Develops audit and assessment scopes of work for USAID/Afghanistan funded programs and activities involving direct assistance to GIROA entities as well as to Afghan civil society organizations, NGOs and other multi-national partners. Plays a key role in planning and conducting audits and assessments. Liaises with audit firms to facilitate communication and

to oversee the audit and the assessment process to complete reporting requirements in accordance with the audit/assessment program. As a result, makes recommendations and prepares risk mitigation plans by identifying and classifying risks which serves as the basis for determining if the institution is eligible to receive USG funding, and for the Controller to determine the appropriate payment mechanism for the activity. Reviews audit and assessment reports, findings and recommendations, and works with the GIRoA, the PCS team, grantees, contractors, USAID activity managers and members of the Mission's Management Control Review Committee to follow-up on, resolve and address assessment and audit recommendations.

3. Serves as the main OFM point of contact for assigned GIRoA entities. Assists USAID/Afghanistan technical offices with planning, design, implementation and monitoring of activities and programs of assigned entities. Conducts reviews of design documents including concept and project appraisal documents to determine if the proposed direct assistance budgets and proposed mechanisms are consistent with planned activities. For performance based activities, works closely with the technical office to incorporate Agency policies and procedures in the design of benchmarks and milestones to ensure adequate programmatic and financial controls are in place and identified risks are mitigated. Monitors assigned activities and programs on an ongoing basis. Makes recommendations for system and process improvements and modifications for USAID and external entities and assists the organizations in improving systems and procedures in order to strengthen its capacity to account for, control and report on the use of USG funds.
4. Conducts research on the latest developments related to GIRoA laws and regulations and prepares presentations as needed to train Mission, GIRoA, and other organizations' staffs to build ongoing capacity. Serves as the resident expert on assigned laws and regulations pertaining to the host country, and performs other financial and administrative duties as assigned.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: A Bachelor's degree in Accounting, Financial Management or Business Administration is required and a CPA or its equivalent is preferred.

Experience: A minimum of five years of work experience in professional accounting, auditing or financial management preferably with a donor agency

Language: Level IV (Fluent) speaking/reading English and Level IV (Fluent) speaking/reading of Dari or Pashto is required.

Knowledge, Abilities and Skills: A thorough knowledge and understanding of pertinent U.S. Government, and Host Country laws, regulations and procedures relating to budgeting, auditing, accounting and financial management. A thorough knowledge of activity design, development, implementation and evaluation processes.

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HOW TO APPLY

Applicants are required to submit a complete application package which must include all required documents to afpakjobs@usaid.gov and AfUSAIDJobs@state.gov with a **Subject line: (Financial Analyst G2G) OFM1420**).

ANY/ALL application submissions after the closing date of November 30, 2014 will not be considered.

NOTE:

Applications received by December 30, 2013 will be reviewed immediately.

Applications received after December 30, 2013 will be reviewed on February 28, 2014;

Applications received after February 28, 2014 will be reviewed on April 30, 2014;

**Applications received after April 30, 2014 will be reviewed on June 30, 2014; and
Applications received after June 30, 2013 will be reviewed on August 31, 2014.**

Applications received after August 31, 2014 will be reviewed on October 31, 2014.

Applications received after October 31, 2014 will be reviewed on November 30, 2014

REQUIRED DOCUMENTS:

- 1. Cover memo/email outlining your qualifications and experience against the selection criteria.**
- 2. Universal Application for Employment (UAE) as a Locally Employed Staff (DS-174)**
http://kabul.usembassy.gov/job_opportunities2.html
<http://www.state.gov/documents/organization/136408.pdf> **and/or**
- 3. A current resume or curriculum vitae that provides the same information found on the UAE;**

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to advance in the process.

Note:

- Ø Only Short-listed candidates will be notified.
- Ø This vacancy is only open to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Women are encouraged to apply.

**USAID IS AN EQUAL OPPORTUNITY EMPLOYER
ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**