



USAID | AFGHANISTAN

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Solicitation open to: Afghan Nationals Only
Position Title: Auditor
Type of vacancy: Single
Opening date: January 20, 2016
Closing date: February 02, 2016
Work hours: 40 hours (Full time)
Position Grade: FSN-11 (Trainee levels at FSN-10 and FSN-09)
Vacancy announcement #: USAID/306/16/21/OIG

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan is seeking applications from qualified Afghan Nationals to provide personal services as **Auditor** under a personal services contract described in this solicitation.

BASIC FUNCTION OF THE POSITION:

At the FSN-11 Level

The incumbent serve as lead auditor with responsibility for conducting assigned audits of USAID/Afghanistan's financial, program, and management activities. The position requires the auditor to participate as a full member of an audit team, under the direction of a lead auditor, the audit manager, or Office Director. Assigned tasks may include surveying entities to be audited to determine aspects most appearing to require audit, developing a detailed audit program, scheduling and planning audit work, and execution of audit steps. Duties include review of applicable laws, regulations and procedures; collect and verify data; contact necessary levels of USAID organization and personnel; contact officials in public and private organizations to obtain and verify information pertinent to audit; analyze data collected; prepare well-written draft reports presenting audit findings, and recommendations for review by supervisor; follow up on related audit recommendations and assess appropriateness of corrective actions taken by audited entities.

The incumbent oversees desk reviews and quality control reviews of non-federal audits (both agency contracted and recipient contracted audits) ensuring that work is conducted in accordance with professional standards. Reviews of the scope of work, audits program, and drafts report for agency contracted audits; draft transmittal memoranda; drafts reports for quality control reviews; evaluate management decisions reached by the mission and prepare concurrence memos; and closely monitor open recommendations.

The incumbent prepare Office of Inspector General (OIG) internal status reporting documents for review by the Office Director, including weekly and monthly reports to OIG management and semi-annual reports to Congress.

Internal Control Responsibilities: Ensures that Federal (USAID) programs operate, and that US Government provided resources are used, consistent with agency objectives and in compliance with U. S. Government laws and regulations, and with minimal potential for waste, fraud, and mismanagement-- employee takes systematic and proactive measures to: (a) develop and implement appropriate, cost effective internal controls; (b) continuously monitor and identify

needed improvements; or (c) carry out corresponding actions that improve the effectiveness of internal controls associated with an area, program or operation that he/she is responsible for.

This position is designated as a ladder position, beginning at FSN-09 and ending at FSN-11. Attainment of full performance level, FSN-11, represents that the Auditor has successfully completed substantial on-the-job and training requirements (classroom and online), met agreed-upon objectives and milestones, and has performed at the "Fully Successful" (or equivalent) level in their annual performance review. Therefore, promotion to the next grade, and/or target FSN-11 grade level is not automatic as the incumbent must meet the pre-set performance criteria.

At FSN-10 Level

The Auditor (Trainee) performs same duties as above but at a lower level with responsibility for conducting assigned audits of USAID financial, program, and management activities. The position will require the Auditor to participate as a full member of an audit team, under the direction of a lead Auditor, the audit manager, or Office Director. Assigned tasks may include assisting and participating in surveying entities to be audited to determine aspects most appearing to require audit, developing a detailed audit program, scheduling and planning audit work, and execution of audit steps. Duties include review of applicable laws, regulations and procedures; collect and verify data; contact necessary levels of USAID organization and personnel; contact officials in public and private organizations to obtain and verify information pertinent to audit; analyze data collected; prepare well-written draft reports presenting audit findings, and recommendations for review by supervisor; follow up on related audit recommendations and assess appropriateness of corrective actions taken by audited entities.

The incumbent supports and assist desk reviews and quality control reviews of non-federal audits (both agency contracted and recipient contracted audits) ensuring that work is conducted in accordance with professional standards. Duties include review of the scope of work, audit program, and draft report for agency contracted audits; draft transmittal memoranda; draft reports for quality control reviews; evaluate management decisions reached by the mission and prepare concurrence memos; and closely monitor open recommendations.

The incumbent assists in the preparation of OIG internal status reporting documents for review by the senior Auditors or Office Director, including weekly and monthly reports to OIG management and semi-annual reports to Congress.

Internal Control Responsibilities: To ensure that Federal (USAID) programs operate, and that US Government provided resources are used, consistent with agency objectives and in compliance with U. S. Government laws and regulations, and with minimal potential for waste, fraud, and mismanagement- employee takes systematic and proactive measures to: (a) develop and implement appropriate, cost effective internal controls; (b) continuously monitor and identify needed improvements; or (c) carry out corresponding actions that improve the effectiveness of internal controls associated with an area, program or operation that he/she is responsible for.

At FSN-09 Level

The Auditor (Trainee) performs same duties as FSN-10 level but will carry out day-to-day activities under the mentorship of more senior Office employees. The Auditor (Trainee) is responsible for conducting assigned basic audits of USAID financial, program, and management activities. The position will require the Auditor to participate as a member of an audit team, under the direction of a lead Auditor, the audit manager, or Office Director. Assigned tasks may include assisting and participating in surveying entities to be audited to determine aspects most appearing to require audit, developing a detailed audit program, scheduling and planning audit work, and execution of audit steps. Duties include basic reviews of applicable laws, regulations and procedures; collect and verify limited data; contact necessary levels of USAID organization and personnel; contact officials in public and private organizations to obtain and verify information pertinent to audit; analyze data collected under the close guidance of senior auditors; prepare draft reports for presentation of audit findings, and recommendations for review by supervisor; follow up on related audit recommendations and assess appropriateness of corrective actions taken by audited entities.

The incumbent supports and assist desk reviews and quality control reviews of non-federal audits (both agency contracted and recipient contracted audits) ensuring that work is conducted in accordance with professional standards. Duties include participation on review of the scope of work, audit program, and draft report for agency contracted audits; draft transmittal memoranda; draft reports for quality control reviews; assist to evaluate management decisions reached by the mission and prepare concurrence memos; and closely monitor open recommendations.

The incumbent assists in the preparation of OIG internal status reporting documents for review by the senior Auditors or Office Director, including weekly and monthly reports to OIG management and semi-annual reports to Congress.

Internal Control Responsibilities: To ensure that Federal (USAID) programs operate, and that US Government provided resources are used, consistent with agency objectives and in compliance with U. S. Government laws and regulations, and with minimal potential for waste, fraud, and mismanagement-- employee takes systematic and proactive measures to: (a) develop and implement appropriate, cost effective internal controls; (b) continuously monitor and identify needed improvements; or (c) carry out corresponding actions that improve the effectiveness of internal controls associated with an area, program or operation that he/she is responsible for.

QUALIFICATION/EVALUATION CRITERIA:

Education:

A university degree in accounting, finance, computer science, business administration, or other related social science discipline is required for any level of the grade that the incumbent is considered.

Language Proficiency:

Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Pashtu or Dari is required. **(English language proficiency may be tested).**

Prior Work Experience:

At the FSN-11 level

A minimum of five years of progressively responsible experience in audit and administrative financial management is required. The prior work experience should include knowledge in the audit arena at the equivalent organizational level of a "Senior Auditor" or higher management position within a Certified Public Accounting firm, host government, the private sector, or within an international or donor organization with at least one year at the next lower FSN-10 grade level.

At the FSN-10 Trainee level

A minimum of four years of progressively responsible experience in audit and administrative financial management is required. The prior work experience should include knowledge in the audit arena at the equivalent organizational level of a "Senior Auditor" or higher management position within a Certified Public Accounting firm, host government, the private sector, or within an international or donor organization at no less than the next lower FSN-9 grade level.

At FSN-09 Trainee level

A minimum of three years of progressively responsible experience in audit and administrative financial management is required. The prior work experience should include knowledge in the audit arena at the equivalent organizational level of a "Senior Auditor" or higher management position within a Certified Public Accounting firm, host government, the private sector, or within an international or donor organization.

Knowledge, Abilities and Skills:

The incumbent must have excellent analytical skills and be capable of exercising sound judgment; ability to anticipate and evaluate future outcomes based upon current events; excellent organizational skills, with ability to handle multiple tasks at the same time. The incumbent must have the ability to (1) dig through masses of difficult and possibly conflicting materials to find relevant information, and (2) to professionally evaluate the audit implications of relevant data; with ability to present facts and recommendations in a clear, concise manner. Incumbent is also required to deal effectively with high-level officials in the audit process and in presenting and defending recommendations.

At the FSN-11 level

A comprehensive knowledge and understanding of professional auditing standards, theories, practices and terminology, and of the principles and accepted practices of governmental and business accounting, or the ability to quickly gain such knowledge, is required;
A comprehensive knowledge of applicable U.S. laws and host country requirements and of USG programs, goals, and objectives, or the ability to quickly gain such knowledge, is required;
A comprehensive knowledge of USG financial regulations and procedures in particular and USAID organization and operations in general or the ability to quickly gain such knowledge, and
A good knowledge in the area of information systems is required.

At the FSN-10 level

A thorough knowledge and understanding of professional auditing standards, theories, practices and terminology, and of the principles and accepted practices of governmental and business accounting, or the ability to quickly gain such knowledge, is required;
A thorough knowledge of applicable U.S. laws and host country requirements and of USG programs, goals, and objectives, or the ability to quickly gain such knowledge, is required;
A thorough knowledge of USG financial regulations and procedures in particular and USAID organization and operations in general or the ability to quickly gain such knowledge, is required;
and
A good knowledge in the area of information systems is required.

At the FSN-9 level

A basic knowledge and understanding of professional auditing standards, theories, practices and terminology, and of the principles and accepted practices of governmental and business accounting, or the ability to quickly gain such knowledge, is required;
A basic knowledge of applicable U.S. laws and host country requirements and of USG programs, goals, and objectives, or the ability to quickly gain such knowledge, is required;
A basic knowledge of USG financial regulations and procedures in particular and USAID organization and operations in general or the ability to quickly gain such knowledge, is required;
and
A basic knowledge in the area of information systems is required.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a **Subject line: Auditor (OIG1621)**.

ANY/ALL application submissions after the closing date of February 02, 2016 will not be considered.

REQUIRED DOCUMENTS:

1. Cover memo/email outlining your qualifications and experience against the selection criteria.
2. Application for Employment (AE) 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 a curriculum vita that provides the same information found on the DS-174 form.

(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 open only 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 Female candidates are strongly encouraged to apply.
- Ø Applications submitted as RAR file will not be accepted by the system

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