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ANNOUNCEMENT NUMBER – 15-AID-001

- OPEN TO:** All Bangladeshi Interested Qualified Candidates
- POSITION:** FSN Intern for the Office of Financial Management
- OPENING DATE:** February 13, 2015
- CLOSING DATE:** March 05, 2015

BASIC FUNCTION OF THE POSITION

As a valued team member of the budget and accounting section of the Financial Management Office, this position will report to the Chief Accountant who will develop and monitor the position's workplan. The budget and accounting section are responsible for management and oversight of the Mission's OE budget planning, formulation, and implementation. Oversight activities also include managing local currency trust fund distributed by the Government of Bangladesh for OE activities. In addition, budget and accounting section manages Program Support funds that cover mission program overhead that is directly aligned with program related activities. The incumbent will be exposed to a full range of budget and accounting tasks within the Office of Financial management.

MAJOR DUTIES AND RESPONSIBILITIES

Accounting and Budget Tasks

The tasks associated with this internship will include the following, and are subject to change at the supervisor's discretion:

- Estimates house lease expenses for FY 2015, FY2016 and FY2017.
- Estimates education allowance expense for FY 2015, FY2016 and FY2017.
- Prepares analysis for 1311 review of prior years' OE expenses.
- Prepares analysis for 1311 review of Program funded in country travel obligations.
- Estimates in country travel cost and reconcile with obligation log book.
- Prepares house lease tracker with Department of State (DoS) Real Property Management office and promptly invoice.
- Prepares and store financial documents in electronic folders.
- Collects and organize the voucher auditor's detail report (VADR) for the 1221 reconciliation and posting.
- Identifies the active and inactive vendors for FY 2015 vendor code list update.
- Prepares the accrual worksheets.



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- Estimates Locally Engaged Staff (LES) severance and un-funded leave accruals for quarterly data call reporting.

PERIOD OF PERFORMANCE

The selected intern will be hired for **six months** from the date of joining subject to signing of an agreement between the FSN Intern and the Contracting Officer. Under no circumstances, can the period of service be extended.

QUALIFICATION REQUIRED

Education: University students studying undergraduate in Finance, Accounting, Economics, Business Administration/Management or other relevant subjects, in the final year (must have completed at least 3 academic years) of their studies and having CGPA above 3.0 are eligible to apply.

Experience: Applicant must demonstrate an interest in international development. Additional consideration will be given for any past work experiences particularly with Microsoft Office Suites.

Language: Excellent English and Bangla writing and speaking ability is required.

Knowledge, Skills and Abilities: Possess strong interpersonal skills. Computer literate.

OTHER ELEMENTS

- The selected intern will complete the Pre-employment Security Clearance Form and be able to obtain an interim security clearance.
- The candidate will also undergo for the physical examination to be conducted by the U.S. Embassy designated physician.
- On receipt of the security and medical clearances, the incumbent will be issued a Foreign Service National Personal Services Contract (Internship Contract) for the period not to exceed one hundred eighty (180) consecutive days.

COMPENSATION

Intern will be paid at hourly basis at Tk. 50 per hour. (No work-No pay policy).

SELECTION PROCESS

It is essential that the candidates meet the required qualifications above may apply for this position. After an initial application screening, the best-qualified applicants will be



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invited to a testing process, which will include English Language Proficiency Test and oral interviews.

TO APPLY

Interested Bangladeshi qualified candidates are requested to submit the completed and signed Official Form OF-612 along with their resumes of maximum two pages, a passport size photograph and a cover letter addressed to the Contracting Officer, Executive Office, USAID, C/o American Embassy, Baridhara, Dhaka, Bangladesh by close-of-business March 5, 2015.

The Form must be completed in English. You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand. A copy of the blank form is also attached hereto for your convenience:

[Application Form OF-612](#)

Please mention Announcement number and position title on your cover letter on the subject line. One of the following options may be used to drop applications:

- Email to dhaka-jobs@usaid.gov
- By Hand with No Sealed Envelope at the South barrier (near Vatican and Nepal Embassy)
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DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

NOTE: *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, 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.