USAID | AFGHANISTAN
FROM THE AMERICAN PEOPLE

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United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of **Financial Analyst** in the Office of Financial Management. ***(Multiple Positions)***

JOB SUMMARY: The incumbent serves as a Financial Analyst in the Office of Financial Management/Financial Analysis Section (OFM/FA), USAID/Afghanistan reporting to the Supervisory Financial Analyst. He/She provides professional financial management advice on a broad range of financial management issues to the Controller, Mission Management, Strategic Objective/Assistance Objective Teams (SO/AO Teams) and various governmental and non-governmental partner institutions, which implement an array of complex development activities. He/she performs necessary analyses and provides appropriate advice on financial and accountability issues related to planning and implementing USAID/Afghanistan's projects/programs.

I. Program/Project Development and Implementation

As OFM's representative to the SO/AO team to which he/she is assigned, the employee participates in discussions and decision-making relating to the team's principal functions of project/program planning and achieving results, ensuring that financial management and reporting, internal control, and accountability issues receive adequate consideration.

- Conducts pre-award surveys of potential recipients/contractors to determine if those organizations possess the institutional capability, systems and procedures that are in accordance with USAID standards and are adequate to effectively manage USAID resources.
- Reviews activity approval documents, commitment and obligating documents to ensure the reasonableness of budgets, compliance with forward-funding guidelines, appropriateness of the methods of financing/payment, and adequacy of financial reporting and audit coverage.
- Provides financial status reports needed by AO/COTRs to monitor the financial progress of the activities they manage and prepares required monthly/quarterly and ad hoc financial reports related to program funds for Mission Management and other interested parties.
- Participates in the review of project/program agreements and related documents to implement direct assistance activities with the host government.

II. Audit Management and Resolution

Assists the Supervisory FA in developing the annual audit inventory and Audit Management Plan (AMP) by collecting relevant information on his/her assigned portfolio and obtaining inputs from cognizant AO/COTRs on activities that need to be audited or on which financial reviews need to be conducted.

- Conducts periodic financial reviews of institutions receiving USAID funding to: 1) determine the adequacy of key systems and procedures including but not limited to accounting, procurement, accounts payable, personnel, assets management, and audits; 2) verify compliance with agreement terms and conditions; and 3) verify allowability of actual costs incurred.
- Ensures the completion of required financial audits in accordance with the Recipient Contracted Audit Guidelines and develops audit scopes of work for Agency-contracted financial audits of USAID/Afghanistan-funded activities based on policies contained in the ADS.

- Works closely with technical and support offices to coordinate and gather information requested by USAID's cognizant audit agencies in the conduct of performance audits.
- Assists in the performance of required annual management control review of the Mission.

III. Other Duties as May be Assigned

Performs other job related duties that may assigned by the Supervisory FA, the Controller or Deputy Controller.

QUALIFICATIONS

Education: A university degree in Accounting, Finance or Business Administration is required. Certification or credits toward certification with the Association of Chartered Certified Accountants (ACCA) is highly desired.

Experience: Five to seven years of progressively responsible work experience in professional accounting, auditing or financially-oriented business management. At least three years of this experience should have been with the USG or with donor agencies or international non-governmental organizations.

Knowledge: A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of the U.S. Government and host country laws, regulations and procedures relating to budgeting, auditing, accounting and financial management is required. A thorough knowledge of activity design, development, implementation and evaluation processes is essential.

Ability and Skills: Ability to evaluate the financial aspects of activities and detect the financial strengths and weaknesses of projects. Must be able to make independent judgments of institutional capacities and the adequacy of accounting systems and controls. Ability to present review results and recommendations to a broad audience, both orally and in writing. Ability to work well with host country officials, contractors and grantees, and their staff who may be unfamiliar with the requirements of the USAID programming/budgeting process and implementation of programs/projects.

Language: Level IV (fluent) in English as well as in Dari and/or Pashtu is required. English writing skill is particularly important.

HOW TO APPLY
Applicants are required to submit an application package on the attached Employment Application Form along **with a cover letter of interest, which clearly describes individual's qualifications for this position--and their CV** to USAID by e-mail to: AfUSAIDJobs@state.gov Subject line must be: (fm1229) or your application may not considered. The required application forms can also be downloaded from the two following websites:

1. USAID/Afghanistan: http://afghanistan.usaid.gov
2. Jobs.af website: http://www.jobs.af
3. Karyabee website: http://www.karyabee.com
4. Acbar website: http://www.acbar.org

A strong and clear cover letter expressing reason for interest in the position and describing candidate's qualifications and contributions which they can provide to USAID operations are required. The successful applicant must be able to obtain the required USAID medical and security clearances. **Applicants who do not provide the required documents stated above and below shall not be considered.** These positions will remain open for 10 month from **March 04, 2012 to December 30, 2012**. The applications will be reviewed on a rolling basis until we fill all the vacant positions. Please note that only short listed candidates will be contacted for an interview.

REQUIRED DOCUMENTS

1. Cover Letter of Interest (including vacancy # of the position)
2. An up-to-date Resume/C.V
3. USAID Application Form (to be filled out completely)

Note:

- ∅ Only Short-listed candidates will be notified.
- ∅ This vacancy is only open to Afghan Nationals.
- ∅ Applications submission without the required USAID Employment Forms and supporting documents will not be considered.
- ∅ No in-person appointments or telephone calls will be entertained.

COMPENSATION PACKAGE

This position is classified at the FSN-11: However, if there are no (or too few) candidates who meet the minimum qualifications as specified in the solicitation, other candidates may be considered for a position at a lower grade, for training purpose. Starting salary will be determined on the basis of qualifications, work experience and/or previous salary history. It is the policy of the United States government to ensure equal employment to all persons without regard to race, color, religion, sex, national origin, age, disability or sexual orientation.

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