



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**- Office of Financial Management. (**Two Positions**)

HOW TO APPLY

Interested applicants from within the Mission should send their applications to email fm1017@usaid.gov. Employees in probationary status are not eligible to apply.

Outside candidates: Should submit their application in the attached Employment Application Form to USAID by email to fm1017@usaid.gov application form can also be downloaded from USAID/Afghanistan website: <http://afghanistan.usaid.gov>. **Please note that applications without the completed form will not be considered.** Closing date for submitting application is November/14/2009 (1630 hrs Kabul Time). Any applications received after this date will not be considered.

JOB SUMMARY: The incumbent serves as a Financial Analyst in the Office of the Financial Management, USAID/Afghanistan. He/She provides professional financial management advice on a broad range of financial operations and issues to the Controller, Mission Management, Strategic Objective teams and numerous governmental and Non-Governmental counterpart institutions, which implement an array of complex development activities. Reporting to the Supervisory Financial Analyst in USAID/Afghanistan, the incumbent will:

1. Participate in discussions and decision making relating to the principal team functions of program planning, achieving, and judging results while ensuring that financial management, internal control, and accountability issues receive adequate consideration.
2. Assist in reviewing implementing agency work plans, budgets and compliance with laws, regulations, contract/agreement provisions and policies.
3. Review or develop audit scopes of work for recipient contracted and agency contracted audits of USAID/Afghanistan-funded organizations.
4. Review audit reports, findings and recommendations, and work with grantees, contractors, USAID Activity managers and members of the mission's Management Control Review Committee to follow-up on, resolve and close all audit recommendations.
5. Conduct comprehensive institutional reviews of potential recipients to assure that these institutions have the institutional capability to manage USAID resources and comply with documentation and reporting requirements.
6. Conduct periodic financial and administrative reviews of institutions receiving USAID funding to determine the adequacy of key organizational systems and procedures including, but not limited to accounting, procurement, accounts payable, personnel, assets management, and audits; and make recommendations for system improvements and modifications and assists the organization in improving systems and procedures in order to strengthen its capacity to account for, control and report on the use of USG funds.

EDUCATION: (10 Points) A university degree in Accounting, Financial Management or Business Administration is required. ACCA certification or credits toward certification is highly desirable.

EXPERIENCE: (40 Points) At least five years of working experience in professional accounting, auditing or financial management preferably with donor agencies or international non-governmental organizations is required.

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KNOWLEDGE: (15 Points) Thorough knowledge and understanding of pertinent U.S. Government and Host Country laws, regulations and procedures relating to budgeting, auditing, accounting and financial management.

ABILITY AND SKILLS: (25 Points) Ability to evaluate the financial aspects of activities, institutional capacities and capabilities 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 our projects.

LANGUAGE: (10 Points) Excellent communication skills in English and local languages required.

COMPENSATION PACKAGE

Position Grade Level: FSN-10. 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**