

## African Development Foundation

Agency: African Development Foundation

Job Announcement Number:  
ADF-MP-08-005

[Overview](#) [Details](#) [Qualifications & Evaluations](#) [Benefits & Other Info](#) [How to Apply](#)

[← Back to Search Results](#)

### Chief Financial Officer and Director of Strategic Planning

**SALARY RANGE:** 115,317.00 - 149,000.00 USD per year

**OPEN PERIOD:** Friday, September 12, 2008  
to Thursday, September 18, 2008

**SERIES & GRADE:** GS-0301-15

**POSITION INFORMATION:** Full-Time Permanent


**DUTY LOCATIONS:** 001 vacancies - Washington DC  
Metro Area, DC


**WHO MAY BE CONSIDERED:** Applications will be accepted from current and former competitive service Federal employees, and people eligible under special hiring authorities.

#### JOB SUMMARY:

This position is located in the Office of Finance of the African Development Foundation. The incumbent reports to the President of the Foundation. The incumbent will serve as the principal liaison with external financial oversight agencies such as OMB. The incumbent will also be responsible for establishing and maintaining auditable financial records.

[← Back to Search Results](#)

 [PRINT PREVIEW](#)

 [EMAIL A FRIEND](#)

 [Send Mail](#)

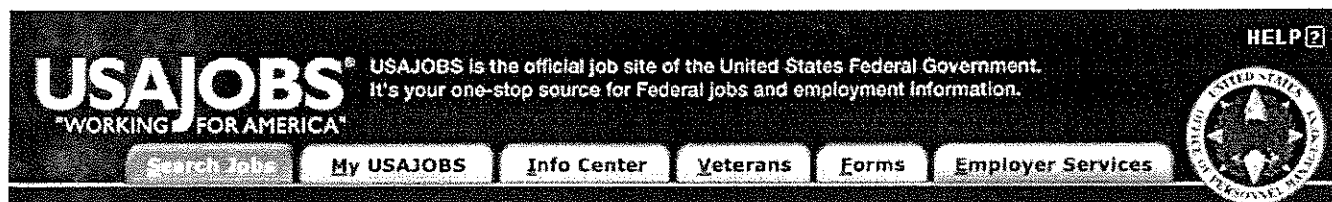
**Send Mail to:**  
African Development Foundation  
1400 Eye Street NW  
Suite 1000  
Washington, DC 20005  
US

 [Questions?](#)

**For questions about this job:**  
Chevella Talbert  
Phone: 202-673-3916  
Email: [ctalbert@adf.gov](mailto:ctalbert@adf.gov)


USAJOBS Control Number: 1338836

[EEO Policy Statement](#) | [Reasonable Accommodation Policy Statement](#) | [Veterans Information](#)  
[Legal and Regulatory Guidance](#)



**USAJOBS**® USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment information.  
"WORKING FOR AMERICA"

[Search Jobs](#) [My USAJOBS](#) [Info Center](#) [Veterans](#) [Forms](#) [Employer Services](#) [HELP](#)



## African Development Foundation

Agency: African Development Foundation

Job Announcement Number:

ADF-MP-08-005

[Overview](#) [Duties](#) [Qualifications & Evaluations](#) [Benefits & Other Info](#) [How to Apply](#)

[← Back to Search Results](#)

### Chief Financial Officer and Director of Strategic Planning

**Additional Duty Location Info:** 001 vacancies - Washington DC Metro Area, DC

#### MAJOR DUTIES:

[Top ▲](#)

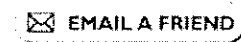
As the Director of Financial Management, Strategic Planning and Evaluation, you will be responsible for overseeing and directing financial management, strategic planning, budget and internal controls activities relating to the programs and operations of the agency, as well as program evaluation for the African Development Foundation ADF.

You will serve as a senior member of the ADF management team and report to the President of the Foundation; and serve as the principal financial advisor to the President of ADF with responsibility for ensuring: (a) all ADF budget coordination; (b) short and long range strategic planning; (c) program evaluations; (d) necessary controls are in place; and, (e) audit and Inspector General Audit/Investigation recommendations have compliance which includes:

- Exercising full supervisory and managerial skills over the Financial Management Division. Additionally, is responsible for strategic planning and developing policy for monitoring and evaluation, ADF; and providing expert budgetary, financial management and advisory services to the senior management of ADF for all aspects of ADF's financial management policies, programs, and systems (including: banking, budgeting, accounting, and revenue management).
- Establishing and maintaining an integrated and automated financial management system which encompasses a general ledger, managerial-financial reporting and produces financial statements.
- Providing expert budgetary, financial management and advisory services to the senior management of the ADF and has responsibility for all aspects of ADF's financial management policies, programs and systems; and includes preparing the annual budget report, the Congressional Budget Justification, the Program Assessment Rating Tool, Performance Accountability Report, the President's Management Agenda; Annual Performance Goals and other initiatives.
- Ensuring the Development of ADF's vision, mission statement, strategic mission statement, strategic plan and reports to the President and Chief Executive Officer, all milestones, achievements and any problems, issues that have resulted in not meeting elements of the plan.

- Exercising leadership and guidance and technical support in conducting self-monitoring and reporting on implementation of planned program activities and achievement of results; as well as, managing and/or developing an ADF monitoring and evaluation policy which includes managing and/or participating in developing and/or revising guidelines (including operational guidelines, procedures and related operational tools to assist the Monitoring and Evaluation Section in all aspects of ADF's work).

[← Back to Search Results](#)



**Send Mail to:**  
African Development Foundation  
1400 Eye Street NW  
Suite 1000  
Washington, DC 20005  
US



**For questions about this job:**  
Chevella Talbert  
Phone: 202-673-3916  
Email: [ctalbert@adf.gov](mailto:ctalbert@adf.gov)

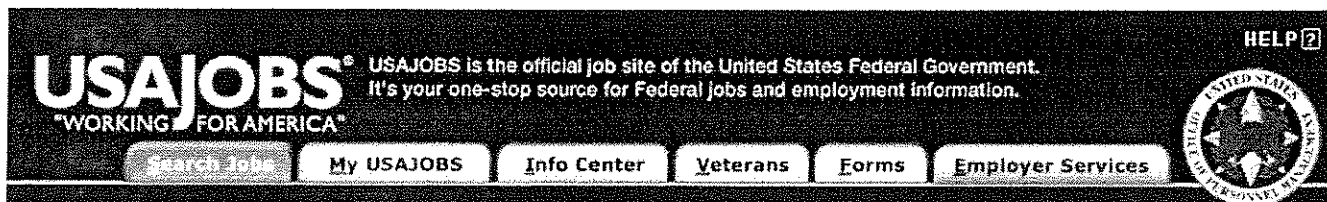
**USAJOBS Control Number: 1338836**

[EEO Policy Statement](#) | [Reasonable Accommodation Policy Statement](#) | [Veterans Information](#)  
[Legal and Regulatory Guidance](#)

[Home](#) | [Search Jobs](#) | [My USAJOBS](#) | [Information Center](#) | [Veterans](#) | [Forms](#) | [Employer Services](#)  
[FAQs](#) | [Privacy Policy](#) | [Help](#) | [Site Map](#)  
[Contact Us](#) | [Privacy Act and Public Burden Information](#)


This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.





**USAJOBS**® USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment information.  
"WORKING FOR AMERICA"

[Search Jobs](#) [My USAJOBS](#) [Info Center](#) [Veterans](#) [Forms](#) [Employer Services](#) [HELP](#)



## African Development Foundation

Agency: African Development Foundation

Job Announcement Number:

ADF-MP-08-005

[Overview](#)

[Details](#)

**[Qualifications & Evaluations](#)**

[Benefits & Other Info](#)

[How to Apply](#)

[← Back to Search Results](#)

### Chief Financial Officer and Director of Strategic Planning

#### QUALIFICATIONS REQUIRED:

You must have one year of specialized experience at a level close to the work of this job that has given you the particular knowledge, skills, and abilities required to successfully perform. Typically we would find this experience in work within this field or a field that is closely related.

You must have one year of specialized experience at the GS-14 level which has demonstrated knowledge, skills and ability providing managerial and leadership in financial management, strategic planning, and monitoring and evaluation. This type of work typically involves development and formulation and execution of the budget, serving as a key management advisor on diverse financial and/or budget issues; and/or development and implementation of financial management, budget, strategic planning policies, directives, regulations, and laws.

You must be a U.S. citizen to qualify for this position.

You will be required to do some travel.

#### HOW YOU WILL BE EVALUATED:

[Top ▲](#)

You will be evaluated to determine if you meet the minimum qualifications required; and on the extent to which your application shows that you possess the knowledges, skills, and abilities associated with this position as defined below. When describing your knowledges, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc.


1. Demonstrated skill in managing and directing diverse creative financial management improvement efforts and developing financial management strategies, policies, systems and procedures, conducting in-depth financial analyses and interpretations as well as preparing required financial statements, reports and other budgetary documents (i.e., which includes extensive knowledge and utilization of budget formulation programming and budget execution processes and procedures).
- 2.. Mastery knowledge and skill in formulating goals and/or objectives, priorities and implementing financial plans consistent with the long terms interests of the organization which includes capitalizing on opportunities and managing risks.
3. Demonstrated leadership and managerial expertise and skills which include applying analytic, diagnostic and qualitative techniques to identify, evaluate, and recommend appropriate solutions to complex interrelated financial management, strategic planning and monitoring and evaluation programs and budgetary problems and issues.
4. Demonstrated skill as a key management advisor in managing critical relationships for a

successful financial management program including presenting oral and written budgetary reports as well as exchanging information with the Office of Management and Budget, the U.S. Congress, financial management staff, and financial audit entities which includes planning strategically, analyzing programmatic initiatives, and reporting trends impacting mission objectives; and working cooperatively on a senior staff and managing competing priorities.

5. Expertise and skill managing multiple, high volume financial and accounting programs, conducting independent research, filtering and synthesizing data, and producing clear, logical and concise guidance, instructions, policies, procedures, and/or regulations.

[← Back to Search Results](#)

 [PRINT PREVIEW](#)

 [EMAIL A FRIEND](#)



### Send Mail

**Send Mail to:**  
 African Development Foundation  
 1400 Eye Street NW  
 Suite 1000  
 Washington, DC 20005  
 US



### Questions?

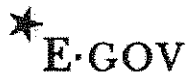
**For questions about this job:**  
 Chevella Talbert  
 Phone: 202-673-3916  
 Email: [ctalbert@adf.gov](mailto:ctalbert@adf.gov)

USAJOBS Control Number: 1338836


[EEO Policy Statement](#) | [Reasonable Accommodation Policy Statement](#) | [Veterans Information](#)  
[Legal and Regulatory Guidance](#)

[Home](#) | [Search Jobs](#) | [My USAJOBS](#) | [Information Center](#) | [Veterans](#) | [Forms](#) | [Employer Services](#)  
[FAQS](#) | [Privacy Policy](#) | [Help](#) | [Site Map](#)  
[Contact Us](#) | [Privacy Act and Public Burden Information](#)

This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.



**USAJOBS**® USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment information.  
 "WORKING FOR AMERICA"

[Search Jobs](#) [My USAJOBS](#) [Info Center](#) [Veterans](#) [Forms](#) [Employer Services](#) [HELP](#) 

## African Development Foundation

Agency: **African Development Foundation**

Job Announcement Number:  
**ADF-MP-08-005**

[Overview](#)

[Duties](#)

[Qualifications & Evaluations](#)

**[Benefits & Other Info](#)**

[How to Apply](#)

[← Back to Search Results](#)

### Chief Financial Officer and Director of Strategic Planning

#### **BENEFITS:**

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

Alternative work schedule options are available.


You may travel to various countries in Africa.


#### **OTHER INFORMATION:**

If you fax your application, we will not consider it.

[Top ▲](#)

[← Back to Search Results](#)

 [PRINT PREVIEW](#)

 [EMAIL A FRIEND](#)




[Send Mail](#)

**Send Mail to:**  
African Development Foundation  
1400 Eye Street NW  
Suite 1000  
Washington, DC 20005  
US




[Questions?](#)

**For questions about this job:**  
Chevella Talbert  
Phone: 202-673-3916  
Email: [ctalbert@adf.gov](mailto:ctalbert@adf.gov)



USAJOBS is the official job site of the United States Federal Government.  
It's your one-stop source for Federal jobs and employment information.

HELP ?



[Search Jobs](#) [My USAJOBS](#) [Info Center](#) [Veterans](#) [Forms](#) [Employer Services](#)

## African Development Foundation

Agency: African Development Foundation

Job Announcement Number:  
ADF-MP-08-005

[Overview](#) [Duties](#) [Qualifications & Evaluations](#) [Benefits & Other Info](#) [How to Apply](#)

[← Back to Search Results](#)

### Chief Financial Officer and Director of Strategic Planning

#### HOW TO APPLY:

You must submit your application so that it will be received by the closing date of the announcement.

We encourage you to use the USAJOBS resume builder to speed the application process. If you are not applying on line, be sure your application includes the following: A resume or an Optional Application for Federal Employment (OF 612) or any other format. Although we do not require a specific format, certain information is required to determine if you are qualified.

If you are a current or former federal employee with reinstatement eligibility, you must submit a copy of your last Notification of Personnel Action (SF50) showing your position, title, series, grade and eligibility.

Application mailed using government postage or through an internal federal government mail system will not be considered.

#### AGENCY CONTACT INFO:

Chevella Talbert  
Phone: 202-673-3916  
Email: [ctalbert@adf.gov](mailto:ctalbert@adf.gov)

[Top ▲](#)

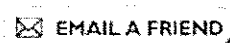
Or write:  
African Development Foundation  
1400 Eye Street NW  
Suite 1000  
Washington, DC 20005  
US

#### WHAT TO EXPECT NEXT:

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome.

[Top ▲](#)

[← Back to Search Results](#)



**Send Mail to:**  
African Development Foundation  
1400 Eye Street NW  
Suite 1000  
Washington, DC 20005  
US

**For questions about this job:**  
Chevella Talbert  
Phone: 202-673-3916  
Email: ctalbert@adf.gov

**USAJOBS Control Number: 1338836**

**[EEO Policy Statement](#) | [Reasonable Accommodation Policy Statement](#) | [Veterans Information](#)  
[Legal and Regulatory Guidance](#)**

[Home](#) | [Search Jobs](#) | [My USAJOBS](#) | [Information Center](#) | [Veterans](#) | [Forms](#) | [Employer Services](#)  
[FAQS](#) | [Privacy Policy](#) | [Help](#) | [Site Map](#)  
[Contact Us](#) | [Privacy Act and Public Burden Information](#)

This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

