



USAID | BELARUS

FROM THE AMERICAN PEOPLE

Office of the Regional USAID Mission in Minsk VACANCY ANNOUNCEMENT

DATE: February 11, 2013

TO: All Interested Candidates

FROM: United States Agency for International Development, Regional Mission for Ukraine, Belarus and Moldova (USAID/UBM)

SUBJECT: Job Opportunity Announcement # 03-2013, **External**, USAID/Belarus

POSITION TITLE: PROGRAM & FINANCIAL ANALYST

POSITION TYPE: FSNPSC – 40 hours per week

ANNOUNCEMENT: #03-2013

GRADE LEVEL: FSN-10 (The incumbent will be hired at the Development Level, FSN-9 until all mandatory USAID training is completed and the full performance level of the position is reached)

OFFICE LOCATION: USAID/Belarus, Minsk

OPENING DATE: Immediate

CLOSING DATE FOR APPLICATIONS: February 25, 2013 at 6:00 PM Minsk time

APPLICATION AND SELECTION PROCESS: Interested applicants should e-mail their *current résumé* and *letter of interest* **in English** to the USAID Human Resources Unit at KyivVacancies@usaid.gov.

The United States Agency for International Development (USAID) Regional Mission to Ukraine, Belarus and Moldova is an equal opportunity employer.

Note: Only those applications that are received in the Human Resources Unit *before* the closing date will be eligible for consideration. Applications and letters that are



USAID | BELARUS

FROM THE AMERICAN PEOPLE

***inadequate or incomplete* will not be considered. Only those applicants who are selected for interviews will be contacted.**

Initial screening will be based on the curriculum vitae or résumé and letter of interest. Best qualified applicants who meet minimum requirement will be invited for an interview.

I. BASIC FUNCTIONS OF POSITION:

This position is located in the Minsk Office of the Regional Mission for Ukraine, Belarus and Moldova. The Program & Financial Analyst (PFA) reports directly to the Supervisory Financial Analyst and receives guidance from USAID/Belarus Country Director and the Senior Program Development Specialist.

The purpose of this position is to perform program and financial analysis input into design of all related program activities located in Belarus and to be the USAID/Belarus's resource in increasing the capacity of first-time USAID recipients to manage USG funds and satisfy the Agency financial reporting requirements, to carry specific program/project development as well as procurement/implementation functions.

The position provides reviews and advice on issues related to the financial analysis of the assigned program area(s) including (a) financial reviews, assessments, informal desk audit and pre-award surveys of Implementers' financial, internal control and contracting capabilities to determine the Implementers' ability to adequately safeguard U.S. funds and interests; (b) guidance and/or institutional capacity building training for awardees.

2. MAJOR DUTIES AND RESPONSIBILITIES:

A. Financial Analysis:

Percentage of Time: 50%

The Program and Financial Assistant (PFA) serves as the financial management expert providing technical guidance and on-the-job training on USAID financial procedures, accounting, internal control requirements and host country accounting practices.

Upon request the PFA determines whether the implementing institution is satisfactorily operating accounting and internal control systems to ensure that USG funds are spent effectively, in accordance with applicable USG regulations by performing pre-award surveys, informal desk audits:



USAID | BELARUS

FROM THE AMERICAN PEOPLE

- For new activities up to \$1,000,000 in total estimated cost (TEC), conducts Pre-award surveys, as required to determine the eligibility of new potential partners or local NGOs to manage Agency funds. Provides an opinion on the confidence to be placed on the partner's internal controls and offers advice to them on weaknesses and possible solutions to identify the problems. This includes preparing a report to document findings and recommendations, and following -up on actions taken to close the applicable recommendations to become compliant.
- For activities in excess of \$1,000,000 in TEC, which are evaluated through a Pre-award survey conducted by an outside accounting firm, works closely with potential partners accounting staffs to rectify exceptions noted by the auditors. Reviews and consults with the NGOs to edit training manuals in the areas of finance, operations and human resources. Develops training curriculum and monitors the quality of training provided to the NGOs.
- Monitors the audit reports submitted by implementing institutions. When required, requests and reviews copies of those audit reports evaluating any findings that may have an impact on the implementation of the activity at the local level.

The incumbent provides institutional and capacity building training to local NGOs through financial reviews and site visits to implementers to enhance their understanding of USAID rules and regulations and to strengthen their capabilities to safeguard U.S. funds.

The PFA monitors the financial and accounting performance of contractors and recipients by performing risk assessments, financial reviews and payment verifications.

PFA prepares reports of his/her site visits, including findings and recommendations, tracks and follows-up on implementation of such recommendations.

PFA directs the quarterly accrual review process for all related program activities located in Belarus and resolves inconsistencies, if any, ensuring that pipelines are maintained at accurate levels and in accordance with Agency forward funding guidelines. Leads the 1311 review process (validation of outstanding commitments) for all related program activities located in Belarus at least twice a year ensuring that the process is properly documented.

PFA serves as the audit liaison person for all audit related activities located in Belarus providing technical assistance in addressing any audit recommendations. If applicable, ensures that recipient contracted audits are contracted timely and promptly.

PFA assists in performing the annual internal control assessment (FMFIA). Tracks and monitors actions required to strengthen internal control items needing improvement.



Program Development:

Percentage of Time: 50%

Program and Financial Analyst assists USAID/Belarus Country Director and Senior Program Development Specialist in drafting relevant parts of a number of mission documents, including the USAID annual reports and resource requests, congressional and technical notifications, various budget reports requested by the Mission management. The FA provides financial analysis input into program design and assists in the development of cost estimates and financial plans.

- PFA assists Senior Program Development Specialist (SPDS) in tracking the Belarus annual operating year budget (OYB), including performance and re-programmed funds. Assists the Program Development Specialist in maintaining the Operating Year Budget (OYB), and its timely execution, ensuring that expired obligations are re-programmed promptly. Identifies budget revision needs, and initiates budget amendment requests. Advises and takes the lead in requesting funds de-reservation, de-obligation, and re-obligation; packages and submits Modified Acquisition and Assistance Request Documents (MAARD) including the office Mega-MAARD.
- PFA assists the Belarus office in preparing and monitoring the Belarus annual procurement plan. In coordination with SPDS, provides updates to the Belarus procurement, budget, obligations, expenditures, and activity planning for the Program Office (PCS) to ensure the Mission management always has accurate and reliable information. Maintains contact with the contract/agreement officer/administrators, to review status of procurement actions and to seek counsel and advice on generic and specific procurement and program issues.
- Participates in the technical review of procurement actions, advising the technical staff on revisions to the procurement process as issued by the RCO. Assists in the preparation of the Activity Assistance Completion Report and other contract close-out procedures.
- The FA assists in the design of new programs and elements and reviews implementing entity budgets in order to ensure that proposed budgets and costs are reasonable and allowable, in accordance with USAID regulations
- PFA assists in the preparation of the Activity Assistance Completion Report and other contract close-out procedures. In conjunction with the A/COR performs field trips to observe implementation of activities.

3. DESIRED QUALIFICATIONS:



USAID | BELARUS

FROM THE AMERICAN PEOPLE

a. Education:

Possession of a Master's degree in accounting, finance, business administration or related field is required. A CPA/CA/ACCA certification is highly desirable.

b. Experience:

From five to seven years of progressively responsible experience in professional accounting, auditing or financially oriented business management. At least three years of experience with USAID or other international donor agency or international business corporation.

c. Post-Entry Training:

Agency-specific training in Programming Foreign Assistance (PFA), Acquisition and Assurances is required. GLAAS training may be necessary. As needed, on-the-job training in USAID policies and procedures will be provided. On-the-job training with the Financial Management Office in financial management and analysis and in USAID operations (including budget, obligations, and contracting processes), implementation, etc.

d. Language:

Level IV English ability (fluent) is required. Fluency in written and spoken Russian is required. Working knowledge of Belarusian desirable.

e. Knowledge:

A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of governmental and business financial accounting, budgeting, and reporting are required. A thorough knowledge of laws, regulations and procedures associated with USAID financial management is also required. Understanding of host country economic, social, cultural and political characteristics is required. Detailed knowledge and hands-on experience with the host country, as well as international accounting systems also highly desired; and a comprehensive knowledge of international program planning and implementation procedures.

f. Abilities and skills:

Must have an ability to detect the financial strength and weaknesses of programs and recommend improvements. Must be able to make independent judgment on institutional capabilities and the adequacy of accounting systems and controls. Must be able to collect and present facts and recommendations in a clear, concise manner, both orally and in writing. Must have excellent analytical ability to analyze data and assess its reliability and value, detect the financial strengths and weaknesses of programs. Must be able to compile and present detailed financial and related information in a concise and fully professional manner. PFA must have strong oral and written communication skills and the ability to maintain effective working relationships with all levels of USAID staff and representatives of implementing partners and support organizations. Excellent interpersonal skills are essential for performing tasks.

4. POSITION ELEMENTS:



USAID | BELARUS

FROM THE AMERICAN PEOPLE

a. Supervision received: Reports directly to Supervisory Financial Advisor with the day-to-day guidance from the Belarus Country Director and the Senior Program Development Specialist.

b. Available guidelines:

OMB Circulars, Automated Directives System (ADS), GAO, internal audit, Relevant Mission Orders, Standardized Regulations, Treasury Manuals, Federal and AID Procurement Regulations and Published Mission Policies and Procedures will provide basic guidance in carrying out assigned duties. Agency budgeting and procurement instructions, guidance cables from USAID/Washington and USAID/Kiev.

c. Exercise of judgment:

Requires a high level of independent judgment, particularly when work is performed during project site visits and/or committee meetings when he/she is the sole financial management representative. There is a heavy reliance on the Analyst's independent judgment in analyzing, evaluating, and formulating conclusions and recommendations regarding the financial aspects of activity development and management, as well as the financial status and capability of implementing partners. Advice and recommendations are provided to and reviewed by the relevant USAID officers.

d. Authority to make commitments:

None.

e. Nature, level and purpose of contacts:

The incumbent has frequent direct contact with mid to high-level USAID management, AORs and CORs, and USAID financial officers, as well as Mission partners/clients, for the purpose of discussions concerning program implementation and audit recommendation.

f. Supervision exercised:

This position has no supervisory responsibilities.

g. Time required to perform full range of duties:

One year.