

# **JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY – ACCRA**

November 25, 2009

HR09-070

**NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and/or residency permits to be eligible for consideration.**

**OPEN TO:** All Interested Candidates

**POSITION:** FINANCIAL ASSISTANT

**POSITION NO:** PCG/FSN-3-005

**OPENING DATE:** November 25, 2009

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time, 40 hours/week

**SALARY:** \*Not-Ordinarily Resident: (Position Grade: FP-6 is to be confirmed by Washington)

\*Ordinarily Resident: GH ₵ 10,822 p.a. (Starting Salary)  
(Position Grade: FSN-8)

**LENGTH OF HIRE:** Indefinite

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Accra is seeking an individual for the position of a **FINANCIAL ASSISTANT** at the Peace Corps (Ghana) Office.

**BASIC FUNCTION OF POSITION:**

The incumbent serves as the senior local employee resource person in matters of budgeting, accounting, banking and personnel matters in a Peace Corps Post of an average of 140 volunteers and a regular staff of 36. He/she inputs all Post's obligations in the Peace Corps accounting system ensuring that obligating documents meet procurement

criteria. He/she does all liquidations for payments with proper and complete supporting documentation. Assists with the yearly budget preparation and the quarterly budget reviews; reconciles Post's report with those received from Washington and prepares all financial reports for Washington Head Office.

The incumbent assists the Administrative Officer (AO) in the preparation of the yearly submission of the Annual Operational Plan and Quarterly Budget Review (including the Mid-Year Budget Review) by providing actual costs for housing & utilities; contracts for regular staff, estimates for the various training programs (both in-service and pre-service training). These costs are the result of an analysis of prior year expenditures. Assists the Administrative Officer in the development of Post's quarterly budget review; realigns Post's funds to better reflect changing budget trends; and manages the electronic accounting system for Peace Corps Ghana.

## **QUALIFICATIONS REQUIRED**

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

1. College or university degree (accounting or similar field highly desirable).
2. Two to three years working experience in the accounting field as well as prior work experience with Peace Corps or a culturally diverse international organization, either in administration or finance.
3. Level four (fluent) in written and spoken English and fluency in at least one widely spoken Ghanaian local language.
4. Must be familiar with the U.S. Peace Corps Mission, operations and accounting procedures, or undergo on-the-job training while on a probationary status for 3 months.
5. Must have in excellent typing and computer skills with depth knowledge of Microsoft, especially commonly used applications such as Word, Excel and PowerPoint.
6. Must be tactful and have good cross-cultural skills. Must have the ability to work well with others and be able to respond quickly to crisis situations.

## **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Cover Letter, expressing interest in the position.
2. Optional Application for U.S. Federal Employment (OF-612); or a Current Resume or Curriculum Vitae that provides the same information as an OF- 612;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. A telephone number, post office box and/or e-mail address where we can contact you to schedule an interview.

## **NOTE:**

1. All applications must have the **Position Number** and **Position Title** identified.
2. **All “Hard Copy”/printed applications must be submitted to the Mail Room at the Chancery. Hard Copy Applications submitted through any other office will not be accepted. You may apply on-line using the [AccraHRO@state.gov](mailto:AccraHRO@state.gov) email address. This is the preferred means of applying for a position with the American Embassy. Please go to our website for additional information, including current openings and tips on applying with the American Embassy in Accra. [http://ghana.usembassy.gov/job\\_opportunities.html](http://ghana.usembassy.gov/job_opportunities.html)**

- 3. ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

**SUBMIT APPLICATION TO:**

Human Resources Office  
Through the Mailroom, Chancery  
American Embassy, Accra  
P.O. Box G.P. 194, Accra

**POINT OF CONTACT:**

Telephone: 021-741000  
Fax: 021-741627  
E-mail: AccraHRO@state.gov

To get a copy of this vacancy announcement, please log on to our website at:  
[http://ghana.usembassy.gov/job\\_opportunities.html](http://ghana.usembassy.gov/job_opportunities.html)

**DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - U.S. citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad;

- 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
  5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: Until Filled**

*The U.S. Mission in Accra, Ghana, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, 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.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*