



The United States Agency for International Development (USAID) in Iraq is seeking applications for the one year position (extendable) of:

FINANCIAL ANALYST

SOLICITATION No. 10-006

OPENING DATE: June 4, 2010

CLOSING DATE: June 25, 2010

Basic Function of Position:

The incumbent serves as a Financial Analyst under the daily supervision and guidance of the Senior Financial Analyst, USAID/Iraq. Analyzes and advises on: (1) the financial and programmatic aspects of designing, developing, implementing and evaluating USAID program-funded activities, a substantial number of which are large and complex; and (2) the various aspects of USAID/Iraq and contractors’/grantees’ internal operations. Also, designs and conducts financial and operational reviews of host country organizations and other grantees and advises on appropriate steps to be taken to implement and resolve audit findings and recommendations at USAID/Iraq and at contractors’/grantees’ offices.

The employee reports directly to the Senior Financial Analyst. He/she provides financial advice on the design, development, implementation, and evaluation of USAID-financed programs and on various aspects of all internal operations relating to USAID programs. He/she analyzes and makes recommendations on the general financial feasibility of projects, adequacy of program budgets, alternative sources of financing, total costs over the lifetime of programs, and project financial reporting requirements. The incumbent conducts financial and operational reviews of prospective contractors and grantees to determine the adequacy of their accounting systems and internal controls. He/she also assesses their financial status and their ability to perform as envisioned under contracts/grants, providing them with information and assistance on taking necessary measures to meet financial reporting requirements. As one of three Financial Analysts in the USAID Mission, he/she is responsible for providing support to approximately 40% percent of the Mission program portfolio.

Position Grade:

Full performance grade level for this position is: FSN-10. A training grade level, below FSN-10, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

Required Qualifications:

Education (20 Points): The successful candidate must possess a minimum of a bachelor's degree, or equivalent, in a relevant major (accounting, business management and/or finance). Advanced studies (master's degree) and coursework in a related field is preferred but is not required.

Experience (25 Points): A minimum of five years of progressively responsible experience in professional accounting, or auditing, or financially-oriented business management. A minimum of three years experience in financial management environment of an international organization is required since the successful candidate must be ready to immediately evaluate USAID financial management policies, procedures and systems.

Language Proficiency (10 Points): S4/R4 ability (fluent) in English is required. Skill in written English is particularly important. Fluency in Arabic is required.

Knowledge (25 Points): A comprehensive 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 is required. A thorough knowledge of laws, regulations and procedures in financial management associated with an international development organization is desired. A thorough knowledge of how development projects are designed, developed, implemented and evaluated is highly desired. General knowledge of development project planning and implementation procedures is desirable. Familiarity with management of development and humanitarian programs is desired.

Skills and Abilities (20 Points): Must be able to make independent judgments and recommendations on institutional capabilities and the adequacy of accounting systems and controls. Candidate must possess the ability to operate in the heavy workload/high stress environment of a very large mission with unusually diverse and exceptionally complex projects. Must be able to obtain and analyze a variety of privileged information and assess its relative reliability and value. A high degree of professionalism, discretion, and sound judgment in representing the USG are essential elements of the position given the sensitivity of USG policy in the region.

Must be able to collect and present facts and recommendations in a clear, concise manner, both orally and in writing. The ability to conduct a broad range of difficult and complex financial analyses and reviews and prepare written reports of findings and recommendations is essential.

Possess a strong ability to detect the financial strengths and weaknesses of projects. Individual initiative and resourcefulness are required on a regular basis to conceptualize work, identify and analyze the critical aspects of each assignment, and determine the basic approach and specific techniques to be applied.

Ability to work on a team and to maintain cordial and professional relationships with local staff and external partners in various locations is essential. Excellent interpersonal skills and ability to support Mission staff with program implementation are necessary. Must be able to develop and maintain contacts with high level officials of public and private institutions. Demonstrated ability to work in teams and commitment to the team mode of operation, with proven organizational and administrative skills are required.

How to apply for this Solicitation

Interested applicants MUST submit the following materials:

- Most current Curriculum vitae or resume;
- Complete and hand-signed federal form OF-612;
- Three references, who are not family members or relatives, with telephones and e-mail contacts;
- Cover letter highlighting applicant's reason for applying and supplemental documents specifically addressing the required qualifications shown in the solicitation;
- Applicants must quote the solicitation number and position title on the subject line of e-mail application.

Applications must be e-mailed to: iraq-jobs@usaid.gov.

USAID/Iraq reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Late, incomplete or unsigned applications shall not be considered.

Applicants should retain for their records copies of all enclosures which may accompany their applications. Do not attach original documents to your application as they will not be returned.

USAID Iraq
EXO/Human Resources
U.S. Agency for International Development
USAID Executive Office / Human Resources
Baghdad, Iraq

APO AE 09316 Office Tel: 202-216-6276 ext. 1298 (U.S. number)



USAID Compound

Email: iraq-jobs@usaid.gov

www.usaid.gov/iraq/employment.html

U.S. Agency for International Development
USAID Executive Office / Human Resources
Baghdad, Iraq
APO AE 09316 Office Tel: 202-216-6276 ext. 1298 (U.S. number)

www.usaid.gov