

HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 14-025

OPEN TO: All Bangladeshi Interested Qualified Candidates

POSITION: Development Program Assistant (Budget & Operations), FSN-09
(Salary approx. Tk. 74,666.00 per month)

Depending on qualifications and experience, Incumbent may be hired at a trainee grade (lower than the position grade)

OPENING DATE: April 20, 2014

CLOSING DATE: May 04, 2014

WORK HOURS: Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Development Program Assistant (Budget & Operations)** in the Office of Population, Health, Nutrition, and Education (OPHNE).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



BASIC FUNCTION:

The Development Program Assistant for Budget and Operations is a highly-skilled technical expert who provides support to the OPHNE, is supervised by the Senior Technical and Policy Advisor, and is a key member of the OPHNE Policy and Management Team. S/he is primarily responsible for budgetary and project management support functions within the OPHNE and represents USAID within the donor community, including liaising with donor counterparts working as budget and financial analysts.

MAJOR DUTIES AND RESPONSIBILITIES:

- a. Budget Analysis 70%

The Development Program Assistant (Budget & Operations) serves as the lead budget manager for OPHNE and is a core member of the Policy and Management team. Reporting to the Senior Technical and Policy Advisor and in close coordination with the Office of Financial Management (OFM), the Office of Acquisition and Assistance (OAA), the Executive Office (EXO), and the Program Office (PRO), the Development Program Assistant (Budget & Operations) establishes and implements internal OPHNE controls and procedures designed to facilitate effective planning, execution, and monitoring of the OPHNE budget. The incumbent also works in close collaboration with the PRO and OFM to develop, monitor and manage the current OPHNE DO3 under the Country Development Cooperation Strategy. S/he provides financial management and analysis, budgeting, resource allocation, accruals, expenditure tracking and trend analysis. S/he develops, analyzes, monitors and reports on the OPHNE budget, procurement and financial management processes. S/he conducts financial data gathering and analysis, and is an interlocutor with donors, implementing partners, and GOB counterparts to inform program, financial and budgeting decisions. S/he must verify available funds, pipelines, liquidation of advances, and incremental funding, and ensure that obligations and expenditures conform to USAID regulations regarding forward funding as well as agreements, workplans, and allocated budgets. In addition to responsibilities related to the health agreements, s/he maintains a current obligation schedule for all education agreements and supports the Office Director in formulating budget plans and reports. S/he is the key contact for OPHNE budget planning and other financial exercises, which are required on a quarterly basis. At the request of the Office Director, s/he supports donor and pooled funders in reviewing expenditure information and compiling financial donor reports. S/he is responsible for developing and submitting reports to the Ministries of Health and Family Welfare, Primary and Mass Education, and the Economic Relations Division on a quarterly



basis. S/he works with the Regional Legal Advisor and PRO to ensure all donor contributions are accurately recorded and tracked. The Development Program Assistant (Budget & Operations) works with all partners to correctly identify host country contributions in the budget categories of fees, services, commodities, rent, personnel and travel, among others.

The Development Program Assistant (Budget & Operations) collects and consolidates accrual information and compiles financial reports and presents them to the OPHNE, PRO and FM teams for review and action.

The Development Program Assistant (Budget & Operations) has cross-cutting responsibilities to provide budgetary guidance and support to all OPHNE staff who manage specific activities. Specifically, the Budget and Operations Manager will be responsible for managing the main budget components: the DOAG budget under the CDCS, earmarks, and tracking field support budgets. S/he will work with the technical staff in generating government cost estimates, and justifications for funding priorities. S/he will also be the OPHNE focal person on 1311 reviews in collaboration with counterparts in OFM, and represent OPHNE in quarterly financial reviews. S/he also is a Global Acquisition and Assistance System (GLAAS) “Super-User,” entering financial information into databases for management and oversight purposes. S/he will ensure pre-obligation checklists and GLAAS requisitions are appropriately entered and tracked.

The Development Program Assistant (Budget & Operations) serves as the main liaison with the OAA, managing actions totaling over \$100 million in FY2013 and including tracking donor investments into the OPHNE portfolio. S/he maintains, manages and tracks all procurement actions for OPHNE and ensures that all actions are updated and approved in a timely manner. S/he provides advice to AORs/CORs on correct and appropriate preparation of procurement documents, and is responsible for circulating and obtaining the necessary clearances and approvals for all procurement documents. S/he ensures that automated directives and policies are followed for a variety of actions such as justification waivers, scopes of work, competition requirements, and cooperative agreement amendments. As OPHNE’s main liaison for procurement actions with EXO, s/he is responsible for developing all necessary documents (memos, justifications and budgets) and processing purchase orders.

b. Human Resources Support 10%

The Budget and Operations Manager has the skills and professional expertise to assist 24 diverse staff on the OPHNE team in program monitoring, implementation and reporting. S/he is responsible for maintaining and managing FSN and USPSC contract budgets and support costs. S/he also



serves as the Human Resources Manager within the OPHNE. In close coordination with the human resources staff of the EXO and OAA, the Budget and Operations Manager assists the Office Director to track HR actions for funding staff contracts, travel and training, as well to track HR actions for recruiting new staff and ensuring availability of funds. This may include drafting position descriptions and Computer Assisted Job Evaluation documentation; keeping track of required training activities, leave and other benefits; and monitoring evaluation requirements. The incumbent is the point of contact for managing program-funded FSNs, Fellows, and Personal Services Contractors (PSC). S/he prepares the budgets, requisitions and accruals, and is responsible for analyzing projected and actual funds obligations for the PSC contracts and their support costs.

c. Project Management Support 20%

As the Development Program Assistant for Budget and Operations, s/he will serve as AOR/COR or alternate AOR/COR for health and/or education programs. S/he may also serve as an Activity Manager for health or education field support programs. S/he is also responsible for ensuring timely close-out of OPHNE grants and contracts. S/he performs project financial analyses, including tracking expenditures, preparing vouchers, calculating accruals, and maintaining financial reports on close-out files. S/he works with CORs/AORs to conduct analyses and prepare: 1) documentation to resolve audit findings and recommendations, 2) contractor/grantee performance evaluations, 3) final project status reports, 4) dispositions of non-expendable property, and 5) memoranda recommending final close-out of grants/contracts, audits or projects. S/he keeps the Office Director apprised of issues on a regular basis. The incumbent will perform other duties as assigned or required to support the smooth functioning and performance of the OPHNE.

Security Requirement:

The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties," "Individual Accountability," and "Need to Know" as defined in ADS 545.3.2.1.

Separation of Duties - That an individual does not have the authority to the complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or complete the entire process, which may result in a security breach.



Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its Sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

SELECTION CRITERIA:

- 1. Education:** A Bachelors Degree or the local equivalent education in accounting, finance, or business administration is required. An advanced degree or completion of a MBA is desirable. *(You must attach a copy of your certificate along with your application form.)* **15 points**
- 2. Prior Work Experience:** The incumbent must possess between three to five years of progressively responsible experience in office management, or financially-orientated business management. At least three years of this experience should be with an International Donor Agency, host-government organizations, or private sector institutions, preferably in an English-language work environment. **35 points**
- 3. Knowledge:** Knowledge of the dynamics of development assistance in Bangladesh, particularly the health and education sectors. Thorough knowledge of budgeting and data management. Understanding of budget cycle, implementing instruments, and planning framework. Thorough knowledge of procurement procedures and related regulations. Good working knowledge of assigned activities; project management; program planning; budgeting, result reporting, and monitoring and evaluation. Good knowledge of the Government of Bangladesh (GOB) reporting cycle. Knowledge of government protocol and reporting system. Knowledge of GOB budget system and contribution to development projects. **25 points**
- 4. Skills and Abilities:** Required skills and abilities: The incumbent must be able to work effectively in a team environment and coordinate well with others. Solid writing and computer skills for the preparation of reports and other key documents are required. Diplomacy, tact, cultural sensitivity and team participation are further required in order to establish and maintain effective working relationships within USAID/Bangladesh. Solid organizational skills and the ability to multi-task and stay organized in a complex, frequently



changing environment are other requirements. Demonstrated analytical and problem-solving skills, as well as the ability to effectively manage stress and conflict, are additionally required. **25 points**

ADDITIONAL SELECTION CRITERIA:

Language Proficiency: FSI Level IV English proficiency is required. Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position. Incumbent must be able to communicate effectively and accurately with 1) all categories of Mission employees; 2) local government officials at the Minister level and lower (as applicable); 3) numerous international and local health organizations, donors and other embassies; 4) the USAID/Washington based Global Health Bureau and Asia Bureau; 5) full spectrum of local and international NGOs; and 6) the general public. The incumbent is required to be able to prepare briefing documents (as/when required) including participation in the drafting of annual technical, programmatic and fiscal reports. The incumbent must also be able to prepare reports, correspondence, and documents in a professional and competent manner requiring little or no editorial changes (in English).

The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted to a new position must have approval from a supervisor to apply.

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written



technical examinations and oral interviews. The probationary period for this position is **one year**.

TO APPLY:

Interested Bangladeshi qualified candidates are requested to submit the completed and signed Official Form OF-612 or DS-174 along with a cover letter and resume. **Form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand. A copy of the blank form is also attached hereto for your convenience.

[Application Form OF-612](#)

[Application Form DS174](#)

All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:

- I) A passport size photograph (taken within six months),**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

One of the following options may be used to drop applications:

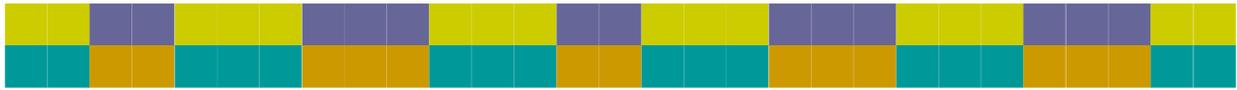
- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope **at the South Barrier of the U.S. Embassy**

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212



DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

NOTE: *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, 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