

Memorandum

DATE:

04/24/2018

FROM:

USAID/Mali Executive Office

SUBJECT:

Vacant Position: USAID/Mali Development Program Specialist

(DPS Health Budget Specialist)

REF No.:

HR-HEALTH-002-2018-DPS

TO:

All Malian Citizens and Local Residents with valid work permit at the time of

application.

OPEN PERIOD: 04/25/2018 to 05/16/2018 - 5:00 p.m. (Bamako time)

GRADE LEVEL: FSN-10 (15,485,458 to 24,002,470 CFA) If an applicant does not meet all required qualifications for the position and is selected for the position, s/he may be hired at a lower grade than the position classification grade.

NUMBER OF POSITION: One (1) Vacancy

PLACE OF PERFORMANCE: Bamako, Mali

PERIOD OF PERFORMANCE: Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts based on performance, availability of funds and the need for services.

SECURITY LEVEL REQUIRED: Public Trust

STATEMENT OF DUTIES:

The U.S. Agency for International Development is seeking a Development Program Specialist FSNPSC to support USAID/Mali Mission Health Office.

Basic Function of Position

The USAID Development Program Specialist (Budget) serves as a budget analyst for the Health Office (HO). S/he performs a variety of financial management functions as they relate to the health program budget, working to ensure that HO budget planning, analysis, and reporting requirements are met. The Specialist advises CORs/AORs, Activity Managers, and others on project funding issues, and assists them with financial management, financial monitoring and evaluation, and financial reporting for health projects. The Specialist oversees USAID health funds, including President's Malaria Initiative (PMI) funds; tracks the funding of HO programs, projects, and activities utilizing these funds; and provides budget summaries and details as required. S/he contributes to HO financial planning and advises on eligible uses of funds; provides analysis and recommendations for annual resource needs and distribution of different categories of health funds among USAID projects and activities; and compiles budget information and prepares budget documentation for program reviews and reports to USAID/Washington (e.g., Congressional Notifications, Operational Plans, and Resource Requests). S/he works closely with the Program Office to ensure appropriate allocation of health funding in USAID's annual operation plans and with the Office of Financial Management to



ensure appropriate funding for implementing partners. In addition, the Specialist may be asked to work with other USAID Offices regarding budgetary and financial matters.

Major Duties and Responsibilities

a. Supports Health Office CORs/AORs and Activity Managers (60 %)

The Development Program Specialist (Budget) supports HO CORs/AORs and Activity Managers by monitoring the financial status of active projects and activities on a regular basis to ensure that funding levels comply with USAID forward funding guidelines; assisting in the preparation of quarterly accruals; tracking expenditures to ensure that they are not excessive and that funds necessary to complete programs, projects, and activities are available; ensuring adequate funds against pre-obligation requirements, procurement plans, and budget allowances are available and obligated; preparing USG cost estimates; and assisting AORs/CORs in analyzing budgets submitted with implementing partners' annual workplans and suggesting improvements to partners' financial management systems. S/he monitors project budgets and pipelines to ensure that funding is being used efficiently to meet performance objectives.

The Specialist advises HO staff on funding regulations related to the foreign assistance budget framework, Presidential initiatives, and Congressional earmarks; and contributes to planning documents such as the Operational Plan (OP), Congressional Budget Justification (CBJ), Congressional Notifications (CN), and the Mission Strategic Resource Plan (MSRP), for submission to USAID/Washington. S/he assists HO staff in formulating detailed financial plans for the HO's development assistance program within the approved levels of the annual Operating Year Budget (OYB) for bilateral projects and Washington managed projects. S/he works with the Program Office and the Office of Financial Management to ensure that budget data is entered into the worldwide Field Support Database and the Mission's financial management system, OPS Master; and assists in preparation of amendments to obligate funding into bilateral agreements.

b. Maintains HO Budget Data (15%)

The Specialist tracks overall HO budget levels and records and maintains all HO program budget-related data in an up-to-date manner. S/he devises and generates financial reports, tables, and tracking systems, as required for different audiences and reporting needs and for complying with USAID financial requirements; and creates and maintains financial presentations, spreadsheets, and databases as needed. The Specialist completes relevant budget documentation sections for semi-annual and annual program reviews, operational plans, and reports to USAID/Washington.

c. Analyzes/ Provides Guidance on the HO Program Budget (25%)

The Specialist analyzes health project resource needs by reviewing life of project mortgages and pipelines, and contributes to sound programmatic and budgetary decisions based upon assessments of HO resource requirements. S/he serves as the HO resource on matters related to the USAID budget cycle, and on budget regulations and reporting requirements. The Specialist assists in the identification of, and solutions to, weaknesses and potential vulnerabilities in the HO portfolio.

PHYSICAL DEMANDS AND TRAVEL: The work does not involve undue physical demands.

POINT OF CONTACT: Human Resources Management Section - Email: bamakohrmvacancies@usaid.gov



QUALIFICATIONS REQUIRED FOR THIS POSITION:

- 1. Education (10 points): Completion of a Bachelor's Degree, or the local equivalent, in finance, economics, accounting, business management, or a related field, is required.
- 2. Prior Work Experience (25 points): At least three years of progressively responsible, professional-level experience in financial management in the public or private sector is required. Experience creating and maintaining budget spreadsheets and working with Excel is required. Experience working with a USG organization, donor agency, a USG implementing partner, an international firm, the Government of Mali (GOM), or an NGO in the field of financial management issues is highly desirable.
- 3. Language Proficiency (15 points): Level IV (fluent) English language proficiency, speaking and writing, as well as Level IV written and spoken French language proficiency, is required. Knowledge of other local Malian languages is desirable.
- 4. **Knowledge (25 points):** Knowledge of the principles and accepted practices of USG and/or business financial accounting, budgeting, and reporting, and familiarity with practical accounting principles, practices, and terminology, and GOM policies related to assistance programs. The potential to rapidly acquire knowledge of USG legislation relating to development assistance, including USAID and PMI programming policies, regulations, procedures, and documents, and a solid working knowledge of USAID budgeting, accounting, and monitoring systems, is highly desirable. Understanding of USAID/USG health program goals in Mali and the region, and a familiarity with best practices in project design, development, implementation, and/or evaluation, is desirable.
- 5. Skills and Abilities (25 points): The work requires excellent judgment, developed analytical and interpersonal skills, and strong organizational ability. The Specialist must be able to obtain, analyze, and evaluate a variety of data; organize, interpret, and present the data in a meaningful oral or written form for varied audiences; and provide solid analysis leading to sound financial decisions. The ability to draft memos, provide clear and well-supported recommendations, and provide objective information and financial advice is required. The ability to develop and maintain cordial, professional relationships, and to work in a team environment, is required. A high degree of computer literacy is required, including the ability to create and manipulate budget spreadsheets utilizing and introducing new computer programs; to manipulate and present a variety of data to different audiences; and to utilize office technology for increased productivity and to develop and manage complex accounting and control systems.

Maximum Evaluation Score: 100 points

SELECTION FACTORS:

To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.



Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations.

To be considered for this position, applicants must meet the minimum qualifications.

- 1. All Malian Citizens and Local Residents with a valid work permit at the time of application;
- 2. Completion of a Bachelor's Degree, or the local equivalent, in finance, economics, accounting, business management, or a related field, is required.
- 3. At least three years of progressively responsible, professional-level experience in financial management in the public or private sector is required. Experience creating and maintaining budget spreadsheets and working with Excel is required. Experience working with a USG organization, donor agency, a USG implementing partner, an international firm, the Government of Mali (GOM), or an NGO in the field of financial management issues is highly desirable.
- 4. Level IV (fluent) English language proficiency, speaking and writing, as well as Level IV written and spoken French language proficiency, is required. Knowledge of other local Malian languages is desirable.
- 5. Knowledge of the principles and accepted practices of USG and/or business financial accounting, budgeting, and reporting, and familiarity with practical accounting principles, practices, and terminology, and GOM policies related to assistance programs. The potential to rapidly acquire knowledge of USG legislation relating to development assistance, including USAID and PMI programming policies, regulations, procedures, and documents, and a solid working knowledge of USAID budgeting, accounting, and monitoring systems, is highly desirable. Understanding of USAID/USG health program goals in Mali and the region, and a familiarity with best practices in project design, development, implementation, and/or evaluation, is desirable.
- 6. The work requires excellent judgment, developed analytical and interpersonal skills, and strong organizational ability. The Specialist must be able to obtain, analyze, and evaluate a variety of data; organize, interpret, and present the data in a meaningful oral or written form for varied audiences; and provide solid analysis leading to sound financial decisions. The ability to draft memos, provide clear and well-supported recommendations, and provide objective information and financial advice is required. The ability to develop and maintain cordial, professional relationships, and to work in a team environment, is required. A high degree of computer literacy is required, including the ability to create and manipulate budget spreadsheets utilizing and introducing new computer programs; to manipulate and present a variety of data to different audiences; and to utilize office technology for increased productivity and to develop and manage complex accounting and control systems.

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

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



HOW THE SELECTION WILL BE MADE:

The successful candidate will be selected based upon:

- 1. Preliminary review of the applicants submitted package to establish that minimum requirements are met.
- 2. Tests: Candidates may be tested on English writing skills, Microsoft Office proficiency, or any technical skills test that might be deemed appropriate may be required.
- 3. Interviews.
- 4. Reference checks.

USAID/Mali Human Resources Section will perform the preliminary review (Step 1) to eliminate those applications that do NOT meet the minimum requirements. The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and/or interviewed. Applicants will be contacted (Step 2) for testing and interviews. Based on the results of the tests, however, an applicant otherwise identified for interview could be removed from the interview list. Following the interviews (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct reference checks (Step 4&5) prior to advising the TEC and CO of the results of these checks. References may be solicited from current as well as former supervisors in addition to the references you provide in your application package.

TO APPLY:

Qualified candidates for this position should submit the following documents to be considered. Failure to do so may result in a determination that the application is not qualified. Only shortlisted Applicants will be contacted.

- 1. Resume or curriculum vitae (CV) relevant to the subject position;
- 2. Cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the subject position.
- 3. Applicants are required to provide three (3) to five (5) **professional references** with complete contact information including email address and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.
- 4. Copy of Academic Transcripts/Diplomas/Degrees/Certificates.
- 5. Applicants must provide their full mailing address with telephone and email address and should retain for their records copies of all enclosures that accompany their submissions.

SUBMIT APPLICATION:

Human Resources Management Section - Email: <u>bamakohrmvacancies@usaid.gov</u> with the following reference number in the subject line: HR-HEALTH-002-2018-DPS. Emails received without the Vacancy Reference Number as indicated above will NOT be considered.

Please note that all cv/resume and cover letter must be in **English**, otherwise application package is incomplete and will be rejected.

CLOSING DATE FOR THIS POSITION IS: May 16, 2018 at 5pm



LIST OF PRE-HIRE REQUIRMENTS FOR PSCs:

Once the Contracting Officer (CO) informs the successful Applicant about being selected for a contract award, the C.O will provide the successful Applicant instructions about how to complete the following.

- 1. Medical Examination
- 2. Security Investigation
- 3. Employee Biographical Data Sheet (Form AID 1420)
- 4. Application for Employment in the Foreign Service of the United States (Form OF 174).

BENEFITS/ALLOWANCES:

The incumbent will be compensated in accordance with the U.S. Mission to Mali's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, and medical insurance subsidy. If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the position classification grade. Final compensation will be based on the position grade and negotiated within the corresponding market value.

TAXES:

The successful Applicant will be subject to host country tax laws.

USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs:

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:

- USAID Acquisition Regulation (AIDAR), Appendix J, "Direct USAID Contracts with a Cooperating Country National and with a Third Country National for Personal Services Abroad," is including contract clause "General Provisions," available at https://www.usaid.gov/sites/default/files/documents/1868/aidar 0.pdf
- 2. Contract Cover Page form AID 302-4 available at https://www.usaid.gov/forms
- 3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at http://www.usaid.gov/work-usaid/aapds-cibs
- 4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "Standards of Ethical Conduct for Employees of the Executive Branch," available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See https://www.oge.gov/web/oge.nsf/OGE%20Regulations

EQUAL EMPLOYMENT OPPORTUNITY:

The US Mission in Mali 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. We strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is 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.