

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT**

OPEN TO: All interested candidates **DATE:** 06/11/2010
TITLE: AID Development Program Specialist (Budget) **AGENCY:** USAID
Position Number 83060-006
GRADE: FSN-11 (Rs. 2,099,601 p.a. to Rs. 3,892,926 p.a.) **LOCATION:** ISLAMABAD

BRIEF DESCRIPTION OF DUTIES: The AID Development Program Specialist (Budget) position is located in the USAID/Pakistan Program Office (PRM). The primary purpose of the position is to assist in developing the Resource Request, Annual Budget Submission (ABS), Operational Year Budget (OYB), and other related items in support of the total development assistance program for USAID/Pakistan. In addition, the Development Program Specialist works with all Strategic Objective (SO) teams in developing the overall budget strategy for each SO team, and in the design of activities in support of these SOs. The Development Program Specialist performs information gathering, documentation preparation, and other drafting, statistical and budget analysis, reporting, and similar duties.

QUALIFICATION REQUIRED:

EDUCATION: Completion of education resulting in an undergraduate degree, or the local equivalent in management, administration, economics, finance, or law is required. Possession of other academic training in business or a related field, or a related advanced degree, is desirable.

EXPERIENCE: Five to seven years of progressively responsible, professional-level experience in project design, program planning, budgeting, management and evaluation, or closely related work that included the analysis and interpretation of complex data, and the presentation of findings in written form. Two years of this experience should have been with other donor agencies, host-government organizations, or private sector institutions – preferably in an English-language work environment. This experience should have provided an understanding of the public policy process.

LANGUAGE: Level IV English (fluent proficiency), in both written and spoken English, is required; Level IV (fluent proficiency) in both written and spoken Urdu is required.

KNOWLEDGE: In-depth professional-level knowledge and understanding of 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. Must also have a thorough knowledge of appropriation and allotment accounting and budgeting procedures, as used in maintaining, reconciling, balancing, and closing complex accounts; of accounting policies, regulations and procedures, disbursements and reimbursements and the principles and practices of cost accrual.

ABILITIES & SKILLS: Must have the ability to perform planning and budget analysis work, and have excellent written and oral communication skills. The ability to analyze accounting records, and to determine the need for various types of entries and adjustments, to record, reconcile, and balance accounts; and, to relate the purpose and objectives of projects to their costs and fiscal requirements is also required. Analytical ability to interpret public policies, and to assist in the development of revised policies, as required; and, to develop and monitor the performance of budgets and the development of quarterly work plans. The ability to collect and analyze complex data, and to prepare precise, accurate, and complete reports is also required. Ability to work effectively in a team environment, and to achieve consensus on policy, project, and administrative matters is demanded. Skill in the use of personal computers, and in the use of relevant software programs – including spreadsheets, databases, schedulers, and word processing programs, is essential.

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SELECTION PROCESS:

When equally qualified, 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. Post 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. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily been reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **Six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.

TO APPLY:

Interested applicants for this position must submit duly filled DS-174 Form (Application for Employment as Locally Employed Staff) to the following mailing address:

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

OR

**ProLink Consulting (Pvt) Limited
F-61/5, Block 4, KDA Scheme 5, Clifton, Karachi**

Interested candidates should clearly mark the position title they are applying for on the envelop. Incomplete and late submissions will not be considered. Only shortlisted candidates will be contacted for the test or interview. To see all open advertised positions and access the DS-174 form, please visit the Embassy website:

http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residence focus to the host country and has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs (Eligible Family Members) and family members of FS, GS, and military personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: July 24, 2010

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.