JOB VACANCY ANNOUNCEMENT
AMERICAN EMBASSY – LOME

No.: 09HR-019T **October 8, 2009**

REF: VACANCY ANNOUNCEMENT No 9HR-019 DATED OCTOBER 7, 2009

PLEASE NOTE: APPLICANTS WHO RESPONDED TO VACANCY ANNOUNCEMENT 09HR-019 NEED NOT REAPPLY AS THEIR APPLICATIONS WILL BE CONSIDERED.

TO: All employees, all Agencies

Subject: VACANCY ANNOUNCEMENT

OPEN TO:	**All interested Candidates**
POSITION:	**Financial Clerk, FSN-5 (FP-9, AEFM only)**
OPENING DATE:	**October 08, 2009**
CLOSING DATE:	**October 22, 2009**
WORK HOURS:	**Full-time: 40 hours/week**

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

The U.S. Embassy in Lome is seeking individual for the position of Financial Clerk in the Management Section.

To apply, please go to: http://togo.usembassy.gov/employmt.html

BASIC FUNCTION OF POSITION

Examines vouchers and invoices for services, grants, and other transactions for State Department and if necessary the American School of Lome.

The major duties and responsibilities are pasted at the end of the announcement.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education**: Completion of Secondary School and a Technical School in Accounting or equivalent is required.

2. **Work experience:** One year experience in office methods and accounting is required.

3. **Language:** Level III (good working knowledge) spoken and written English and French is required. *English language will be tested.*

4. **Skills**: Ability to write and communicate effectively in English and French. Must be computer literate, conversant with [illegible]

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. Application for U.S. Federal Employment OF-612; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
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.

NOTE:

1. **ALL APPLICATIONS MUST HAVE THE JOB ANNOUNCEMENT NUMBER AND THE POSITION TITLE IDENTIFIED.**
2. **ALL APPLICATION MUST BE SENT ELECTRONICALLY TO** HROLome@state.gov **EMAIL ADDRESS.**
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION.**
4. **APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

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:

   --US 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 US 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 US 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 US 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 US 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: October 22, 2009

The US Mission in Lome 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.

Ruth D. Wagoner
Management Officer

Major duties and responsibilities:

Under the supervision of the Financial Specialist, examines a variety of vouchers and invoices for goods, services, grants and other transactions for State Department and the American School of Lome etc., to insure that all appropriate backup documentation is attached. Ensures that invoices and requests for payments conform with the terms of purchase orders, contracts, grants, authorizations, or provisions of pertinent regulations. Effectively interprets U.S. payment processing regulations. Makes decisions on when to request an authorizing officer or payee for clarification or certification after consulting the Financial Specialist for guidance. Ensure that fiscal data provided on payment documents are correct and performs funds availability controls on obligation records for every payment. After ensuring himself that funds are available in the obligation record on the RFMS, prints a copy of the obligation record and attaches same to the payment voucher before submitting the payment voucher to the Financial Specialist for review and clearance prior to certification by the authorized certifying officer.

Prepares payment through Direct Connect, obtains necessary signatures on the printout before transmitting them to FSC Charleston for processing. Ensures that payments are made in a prompt and

timely fashion to take advantage of trade and cash discounts, if any, and to avoid late payment penalty interests.

Review weekly, representation P-60 and 62 reports from FSC Charleston for correctness and for discrepancy in obligation and liquidation and reconciles post records with Charleston. Prepares Journal Vouchers to effect accounting transactions.

Acts as compliance agent in assuring that established controls to prevent improper or duplicate payments are effectively working.

Helps the Financial Assistant in State Program and PD Representation Budgets preparation for submission to AF/EX/BFO. Manages State Program and PD Representation Allotments received from AF/EX/BFO. Maintains State Program and PD Representation Allotment Accounting. Prepares periodic financial statements on representation funds as requested by the Ambassador, the Management Officer and the Financial Specialist.

Acts as assistant lead pay liaison person in dealings between the post and the serving FSC Charleston. Supervises and guides all section responsible persons to report on pay. Primarily using directives of FSC, guides timekeepers in post's various sections in reporting work/non-work performance and related compensation entitlements; example, type of leave, premium pay, etc. Reviews completed time and attendance reports, effecting changes as necessary to assure accuracy and completeness, and submits data to FSC Charleston through Internet and/or FTP. Receives checks and paychecks and related earnings/leave statements for control and remits to the Class "B" Cashier for distribution.

Prepares Bill of Collection and ensures that officers and employees who owe DOS pay their bills.

Maintains current working files for the payment section of the budget and fiscal office by filing them in the appropriate employee and vendor files as may be required. In addition, executes other budget and fiscal functions as may be assigned by the Management Officer or the Financial Specialist or their designate as the case may be.

Downloads daily P60/62 and 80 files from Webserver to update Coast.