



Vacancy Announcement
Embassy of the United States of America
Bujumbura, Burundi

EMPLOYMENT OPPORTUNITY!

Vacancy Announcement No. 2018-06 R

Open To: All interested candidates - All Sources

Position: **Economic Specialist**

Opening Date: **July 2, 2018**

Closing Date: **July 16, 2018 at 16:00**

Work Hours: Full-time; 40 hours/week

Note: Closing time for submission of physical applications at the Embassy is 16:00 (Monday to Thursday) and 11:00 on Friday.

BASIC FUNCTIONS

The Economic Specialist (ES) is primarily responsible for maintaining an ongoing evaluation of the economic environment in Burundi and providing analysis of changing trends. In this role it is essential to maintain and expand contacts with Government of Burundi (GoB) officials in the financial sector and leaders of commercial and non-governmental organizations and banking institutions that influence Burundian politics. The ES will provide meeting and translation support for officers at post and write economic reports and synopses of the ongoing economic trends and developments. The ES will maintain an awareness of political trends in coordination with the Political Specialist and fill that role in the absence of the Political Specialist.

REQUIRED QUALIFICATIONS:

Option A:

Education: Four-year university degree or equivalent (bachelor's degree level) in finance, economics, marketing, business administration, entrepreneurship

Experience: Five years of progressively responsible experience in finance, business development, economic research and analysis

Language: Level IV French, Level III English, Level IV Kirundi; Swahili desirable but not required (this may be tested)

OR

Option B:

Education: Two years University studies

Experience: Seven years of progressively responsible experience in finance, business development, economic research and analysis

Language: Level IV French, Level III English, Level IV Kirundi; Swahili desirable but not required (this may be tested)

TO APPLY FOR THIS POSITION:

1. Interested applicants for this position **must** submit the Universal Application for Employment (UAE) (Form DS-174) and a current résumé or curriculum vitae that provide additional information. The application form is available at <https://bi.usembassy.gov/embassy/jobs/>.
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)