



# Vacancy Announcement

Embassy of the United States of America  
Bujumbura, Burundi

**Announcement Number:** Bujumbura-2021-08

**Position Title:** **Voucher Examiner/Alternate Cashier**

**Opening Date:** February 10, 2021

**Closing Date:** February 24, 2021

**Series/Grade:** Resident (OR): FSN- 07  
Not-Ordinarily Resident (NOR): FP-07  
*\*Final grade/step for NORs will be determined by Washington.*

**For More Info:**

**Mailing Address:**

Human Resources Office  
Embassy of the United States  
Avenue des Etats-Unis  
B.P 1720 Bujumbura

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

Online applications may be submitted at any time before the above mentioned deadline at [BujumburaHR@state.gov](mailto:BujumburaHR@state.gov)

**Who May Apply:**

**All eligible candidates – All Sources**

**Security Clearance Required:**

Local Security Certification

**Duration Appointment:**

Indefinite, subject to successful completion of probationary period

**Marketing Statement:** We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply. <https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>

**Summary:** The U.S. Mission in Bujumbura, Burundi is seeking eligible and qualified applicants for the position of **Voucher Examiner/Alternate Cashier**.

**The work schedule for this position is** Full Time (40 hours per week).

**Start date:** Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** No

**DUTIES:** Preparation of vouchers especially recurring payments such as representation, leases and ORE. Performs full range of voucher examination duties related to in-country and international travel vouchers. Handles all Accounts Receivables and backs up the Class B Cashier.

### **QUALIFICATIONS AND EVALUATIONS:**

**EDUCATION:** College education in accounting or bookkeeping is required to have sufficient skills to analyze, interpret and apply regulations.

### **REQUIREMENTS:**

**EXPERIENCE:** Two years of performing progressively responsible work in voucher examining, allotment accounting, disbursing, and/or bookkeeping.

**JOB KNOWLEDGE:** Requires detailed knowledge of the FAM and Standardized Regulations. Also requires knowledge of appropriation and allotment bookkeeping and accounting procedures. Knowledge of computerized accounting systems, databases and spreadsheets.

### **EVALUATIONS:**

**LANGUAGE:** English level III (Good working knowledge) Reading/Writing/Speaking is required. French level IV (Fluent) Reading/Writing/Speaking is required. Kirundi level IV (Fluent) Reading/Writing/Speaking is required.

**SKILLS AND ABILITIES:** Ability to relate and apply the basic requirements of applicable regulations and procedures to the voucher examining process; and to judge when additional guidance is required. Ability to explain complicated procedures and regulations clearly and tactfully, both orally and in writing. Ability to follow up tactfully with customers who have outstanding items and achieve a positive result. Ability to manage time well and to prioritize duties and demands appropriately. Good organizational abilities and careful attention to detail required. Ability to operate computers, and to manipulate computer software (word processing, spreadsheets, database) to achieve a desired result. Typing 40 WPM. Use of calculators.

**Qualifications:** All applicants may be tested on any requirements listed above. All applicants under consideration will be required to pass medical and security certifications. All candidates must be able to obtain and hold a Local Security Certification.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO):** The U.S. Mission 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.

**Benefits:** Locally employed staff, including members of household (MOHs), and third-country nationals (TCNs), working at the U.S. Mission in Bujumbura, Burundi, may receive a compensation package that may include health, separation, and other benefits.

For EFM, benefits should be discussed with the Human Resources Office.  
The pay plan is assigned at the time of the conditional offer letter by the HR Office.

**Other information:**

**HIRING PREFERENCE SELECTION PROCESS:** Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

**HIRING PREFERENCE ORDER:**

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights \*\*

\* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

\*\* This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.?) and for additional employment considerations, please visit the following link:

<https://careers.state.gov/downloads/files/definitions-for-va>

**How to Apply:** All candidates must be able to obtain and hold a Local Security Certification. Applicants must submit a Universal Application for Employment (DS-174) which is available at Bujumbura US Embassy website.

- *For physical applications: Please indicate your name and the position title for which you are applying on the envelope and sign in the logbook upon drop-off of your application in the HR Office.*
- *In the event of application through [BujumburaHR@state.gov](mailto:BujumburaHR@state.gov) : please indicate the position title for which you are applying in the subject line of your email.*

**Required Documents:** Please provide the following required documentation with your application:

- DS-174
- Work Permit (For non-Burundian)
- Coy of National ID/ Passport
- Diploma and relevant certificates
- List of references

**What to Expect Next:** Applicants who are invited to take a language or skills test, or who are selected for an interview, will be contacted via email.

**For further information:** The complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Bujumbura, Burundi.