EMPLOYMENT OPPORTUNITY!

Vacancy Announcement: Bujumbura-2022-008

Open To: All Interested CCN (Cooperating Country National) Candidates

Position: Senior Budget Specialist – FSN-11

Opening Date: October 18, 2022

Closing Date: November 8, 2022 at 16.00 (4.00pm)
(Closing time for submission of physical applications at the Embassy is 16:00 from Monday to Thursday, and 11:00 on Friday)

Work Hours: Full-time; 40 hours/week

BASIC FUNCTION OF THE POSITION

The Senior Budget and Financial Specialist is a key, and essential, position within the Burundi office, directing the management of all programs financial planning and reporting of the office’s development portfolio. The incumbent is responsible for leading, developing and managing USAID/Burundi’s program budget, including PEPFAR, as well as providing technical leadership to senior-level management, including high-level embassy staff, and guiding all staff on all aspects of budget planning, formulation, implementation, and tracking. In addition, the incumbent leads the program budget and financial management analyses, reporting, accrual assessment, and also leads the internal control assessment for USAID/Burundi (e.g., Federal manager’s financial integrity Act review, testing, reporting, and related certifications).

MINIMUM REQUIRED QUALIFICATIONS:

EDUCATION: Must possess a bachelor’s degree in public policy/administration, finance, or a budget-related field required.

EXPERIENCE: A minimum of five years of progressively responsible experience in complex project management including professional budgeting and/or financial analysis is required. Ideally, this experience will include program planning and budgeting.

TO APPLY FOR THIS POSITION:
Interested applicants in this position must review the USAID/Burundi solicitation posted on the U.S. Embassy Bujumbura Website and follow the instructions in Section IV. The application package must include a cover letter, the Universal Application for Employment (UAE) (Form DS-174), a current résumé or curriculum vitae, and any other documentation that addresses qualification requirements. The solicitation and application form is available at https://bi.usembassy.gov/embassy/jobs/.