



U.S. Mission U.S. Embassy Banjul

Announcement Number: Banjul–2020–005RA

Position Title: Budget Analyst

Opening Period: August 26, 2020 – September 13, 2020

Series/Grade: LE 0405/ FSN-09

For More Info: Human Resources Office: Kelepha Samba
Mailing Address: U.S. Embassy Banjul, Kairaba Avenue, Serrekunda
E-mail Address: HROBanjul@state.gov

Who May Apply: All Interested Applicants / All Sources. For USEFM – FP-5. Actual FS salary determined by Washington D.C.

Security Clearance Required: Local Security Certification or Public Trust

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/downloads/files/eight-qualities-of-overseas-employees>

Summary: The U.S. Mission in Banjul is seeking eligible and qualified applicants for the position of a Budget Analyst.

The work schedule for this position is: Full Time - 40 hours per week

Start date: Candidate must be able to begin working within 4 weeks of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: The incumbent serves as a member of the Budget and Accounting group of the Financial Management Center. The incumbent is responsible for budget preparation, financial planning and analysis, and budget execution for accounts within the assigned portfolio. The quality of incumbent's work must conform to accepted professional accounting standards, and its timeliness must meet established International Cooperative Administrative Support Services (ICASS) service standards. The incumbent ensures that the data of his/her accounting portfolio is accurate and meets the integrity standards of the Department of State. The incumbent provides back-up coverage of accounts in colleagues' portfolios when needed. The incumbent reports directly to the Financial Management Specialist.

Qualifications and Evaluations

Education: Bachelor's degree in Business Administration, Commerce, Accounting, or Financial Management, is required.

Requirements:

EXPERIENCE: A minimum of four (4) years of experience in accounting, finance or budget, is required.

Evaluations:

LANGUAGE: English Level 4 (Fluent) Speaking/Reading/Writing is required. (This may be tested).

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

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.

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: To apply for this position, please visit the following link and apply online: <https://gm.usembassy.gov/embassy/jobs/>

All candidates must be able to obtain and hold a Local Security Certification or Public Trust clearance.

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 or telephone.

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 Banjul.