

U.S. Mission, Lilongwe

Announcement Number: LILONGWE-021-013

Position Title: Grants Finance Specialist

Opening Period: March 26- April 11, 2021

Series: FSN-0540

For More Info: Human Resources Office
E-mail Address: [HRLilongwe@state.gov](mailto:HR Lilongwe@state.gov)

Who May Apply: All Interested Applicants/ All Sources

Grade: FSN 10

For USEFM, Grade is - FP 5. Actual FP 5 salary will be determined by Washington D.C.

For Locally Employed Staff (including Malawians) – Grade is FSN 10. Starting annual salary is \$ 30, 373.00 but the actual FSN salary will be determined by the Management Officer.

Security Clearance Required: Local Security Certification

Duration Appointment: Indefinite subject to successful completion of probationary period.

Marketing Statement: Read and understand the Eight (8) Qualities of Overseas Employees before you apply. Follow this link; <https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>

Summary: The U.S. Mission in Malawi is seeking eligible and qualified applicants for the position of Grants Finance Specialist tenable at the United States Centers for Disease Control and Prevention (CDC).

The work schedule for this position is Full Time: 40 hours a week.

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

Supervisory Position: No - but Provides financial management guidance to Grants Management Branch staff and Public Health Technical staff.

Duties: The Job holder is a specialist responsible for oversight, at post level, of the finance aspects of CDC's cooperative agreements portfolio and provides auditing technical assistance to Implementing Partners to ensure compliance with federal appropriation and assistance law; and tracks the submission and follow-up of annual audit reports to the Office of Grants Services (OGS) based at CDC Headquarters. The Job holder works with Implementing Partners to design, plan, and execute periodic system audits. The job holder provides training and mentorship to the financial and administrative staff of Implementing Partners with focus on local indigenous organizations and CDC staff as needed. The job holder provides routine reports to administrative and technical managers and project officers on the compliance of Implementing Partners to inform decision-making for funding levels and/or administrative restrictions. The job holder routinely coordinates with Implementing Partners and fiscal agents to ensure that fiscal agents outline a clear plan for building capacity and transferring skills to the permanent staff of the recipient entity. The incumbent reports to the Grants Management Branch Chief

Qualifications and Evaluations:

EDUCATION:

A minimum of Bachelor's degree in Business Administration, Accounting, Auditing, Commerce, Economics or Finance is required.

EXPERIENCE:

The incumbent must possess 5 years' experience in finance management. This includes experience as an auditor, which must involve financial management and audits of non-profit organizations and/or governmental entities.

JOB KNOWLEDGE:

Incumbent should have expert knowledge in the conduct of audits for non-profit organizations and/or governmental entities receiving USG grant funding. A detailed knowledge of overall management principles, guidelines and procedures related to the administration of cooperative agreements, as well as related audit and accounting requirements, is required. An in-depth understanding of the structure and functions of the CDC's role and function in support of the President's Emergency Plan for AIDS Relief (PEPFAR) is required. The job holder must also have a detailed knowledge of the host country operational environment, including a good understanding of host government laws and regulations regarding public health-related implementing agreements.

LANGUAGE PROFICIENCY:

Level IV English (fluency in both written and oral) is required.

SKILLS AND ABILITIES:

Incumbent must be able to work independently to assess inconsistencies in complex financial data and to assist technical staff in review of budgets for technical projects. Incumbent must possess standard personal computer skills with extensive experience using word processing, spreadsheets, PowerPoint, and databases.

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

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission in Malawi, 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, Visit the following link:

<https://careers.state.gov/wp-content/uploads/2018/04/VA-Definitions-and-Additional-Employment-Considerations.pdf>

How to Apply:

Applications must be submitted through the Electronic Recruitment Application (ERA) available on this link; <https://erajobs.state.gov/dos-era/mwi/vacancysearch/searchVacancies.hms>

Interested applicants are supposed to contact HR Office for any assistance on how to submit the application on ERA.

We recommend that you use Google Chrome when accessing this Vacancy Announcement.

Required Documents: Upload the required documentation listed below in the ERA:

- Copies of Degree Certificates
- MSCE
- Updated CV
- Residency and/or Work Permit (for non-Malawians).
- National Identity Card (for Malawians)

What to Expect Next: Only short-listed applicants will be contacted via email or phone.

The complete position description listing all the duties, responsibilities, required qualifications, etc. has been uploaded on the ERA.

Thank you for your application and your interest in working at the U.S. Mission in Malawi.

Cleared: MO: Marc Trahan_____