



**USAID | NEPAL**  
FROM THE AMERICAN PEOPLE

**Vacancy Announcement**  
(Announcement Number: 16-07)

USAID/Nepal invites applications for employment from all interested and qualified candidates for the position of Financial Analyst in the Office of Financial Management (OFM), under a Foreign Service National (FSN) Personal Services Contract (PSC) subject to availability of funds.

OPEN TO: All interested and qualified candidates  
POSITION: Financial Analyst- FSNPSC-11  
OPENING DATE: March 17, 2016  
CLOSING DATE: March 31, 2016 – 5:00 P.M Kathmandu time  
WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

**BASIC FUNCTION OF THE POSITION:**

Serves as a Financial Analyst (FA) for the USAID Mission to Nepal reporting to the Controller. Provides professional financial management support and guidance on a broad range of financial operations and issues to the Controller, Mission management, Development Objective (DO) Teams and numerous governmental and non-governmental counterpart institutions which implement a full array of complex development activities. Provides analysis, evaluation and advice on financial and accountability issues relating to planning, achieving results and evaluating USAID/Nepal activities. The Controller makes special assignments and furnishes advice on handling unusual problems but normal aspects of the job are accomplished without detailed technical review.

Serves as a primary link between the OFM, the DO teams and development partners to ensure communication and coordination on financial management related issues. As a core member of the DO team, the employee participates in discussions and decision making relating to the principal team functions of program design, planning, and achieving and evaluating results while ensuring that financial management, internal controls, and accountability issues receive appropriate consideration.

Reviews and monitors the USAID resources managed by the Government of Nepal (GON), grantees, and contractors, and obtains implementation information on the projects. Based on a review of the information, prepares an annual Mission Audit Inventory and Audit Management Plan. Implements the annual Audit Management Plan, initiating the audit work in coordination with the cognizant DO Team and the Contracting or Agreement Officer. This includes:

- manages recipient and agency contracted audits in coordination with the Regional Inspector General (RIG);
- reviews audit reports, findings, and recommendations, clarifies questions with auditors and provides guidance to the audit firm;
- upon finalization of an audit report by RIG, works with the COR/AOR or Activity Manager to take action on any audit recommendations;
- periodically updates the Audit Management Plan and the audit recommendation tracking system for the review by the Mission's Management Control Review Committee (MCRC);

Conducts comprehensive institutional reviews (including pre-award surveys and public financial management risk assessments) of potential recipients to ensure that there is institutional capability to properly manage USAID resources and comply with documentation and reporting requirements. In cases where the prospective grantees do not have adequate capability, works with the Contracting Office, Controller, DO team and grantees to recommend appropriate corrective actions, and follow-up on timely implementation of the actions.

Conducts periodic financial and internal control reviews, risk assessments and control environment assessments of institutions receiving USAID funding to determine the adequacy of key organizational systems and procedures including, but not limited to accounting, procurement, accounts payable, personnel, asset management, and audits. Recommends corrective actions for institutional strengthening and follows-up on corrective actions.

Conducts various reviews including closeout desk reviews, indirect cost reviews, advance & disbursement reviews, and other reviews at the request of the DO team, Controller, Contracting Office, and others.

### **REQUIRED QUALIFICATIONS:**

1. **EDUCATION:** The Analyst is required to have a Master's degree in accounting, finance, business administration or its equivalent.
2. **PRIOR WORK EXPERIENCE:** At least 5 years of progressively responsible managerial experience in professional accounting, auditing or financially-oriented activity;
3. **KNOWLEDGE:** Must possess a thorough knowledge and understanding of professional and governmental accounting, theories, practices, procedures and terminology as well as knowledge of laws, regulations and procedures associated with USAID financial management. Membership in the Institute of Chartered Accountants is encouraged to remain current on the rules and regulations of the GON and current accounting practices. The analyst will be a key member of project design teams, and will contribute significantly to public financial management improvement efforts in collaboration with GON.

4. LANGUAGE: Demonstrated fluency in both written and spoken English (Level IV) is required. Fluency in both written and spoken Nepali (Level IV) required.
5. SKILLS AND ABILITIES: The analyst must possess strong communication skills and the ability to establish and maintain relationships within USAID as well as with implementing partners and government counterparts. He/She must be confident presenting before a broad range of groups including local organizations and government officials. The analyst must be familiar with GON public financial management laws and possess the ability to analyze and present solutions to GON and local partners for capacity building activities. He/She must be able to provide quality analytic data to facilitate the responsible management of USAID programs. Proficiency in Microsoft Office is required.

A detailed job description for the position can be obtained by visiting USAID/Nepal website at <http://www.usaid.gov/nepal/careers> or by requesting USAID/Nepal Human Resources Office.

Interested applicants should submit a cover letter and a resume - not to exceed 3 pages - and any other documentation that addresses the qualification requirements of the position as listed in the full job description. Please provide names of three references and their contact numbers and email addresses as well. Please send your application to the attention of USAID/Nepal Human Resources Office, U.S Embassy Maharajgunj, G.P.O. Box. 295, Kathmandu, Nepal. Applications may be sent electronically to: [USAIDNepalHR@usaid.gov](mailto:USAIDNepalHR@usaid.gov)

*Only short listed applicants will be contacted to participate in the hiring process.*

*USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. Applicants from disadvantaged castes, under-represented ethnic groups, and women are especially encouraged to apply.*