



# USAID | BOSNIA-HERZEGOVINA

**United States Agency for International Development in Sarajevo is announcing a vacancy for USAID Development Program Specialist (Budget Analyst) in the Program and Project Office in Sarajevo**

**14-04, USAID Development Program Specialist (Budget Analyst), Position Grade: FSN-10, Salary range: 51,900.00 – 72,661.00 KM/year**

**Responsibilities:** The USAID Development Program Specialist (Budget Analyst) (Analyst) position is located in the Program and Project Office (PPO), USAID/Bosnia and Herzegovina, Sarajevo, BiH, and reports to the senior Mission Program Budget Analyst. The Analyst provides a range of support in carrying out Office functions, especially as they relate to Mission-wide program budget analysis, support, and reporting. The Analyst will also provide support, as necessary, for strategic Mission planning and monitoring, and project development support to Mission programs/projects/activities. The Analyst provides regular updates to and responds to assignments from the higher-graded Program Budget Analyst regarding budget and program/project/activity progress, processing program/project/activity documents for funding, and preparation of a variety of USAID program and activity support materials. The Analyst also serves as a PPO liaison with the regional Office of Financial Management and Contracting Office on tasks such as pre-award financial surveys, project close-outs, and audit tracking. The Analyst provides support to the development of new fiscal year program budgets, within broad parameters defined by the Program Budget Analyst and the Supervisory Program Officer; oversees and maintains a detailed budget tracking system (using OPS Master, as applicable) of carry-over, new fiscal year, no year, trust fund, and performance fund budgets; provides budget input for individual programming decisions, F Memos, Congressional Notifications (CBJ, Omnibus CN, separate CNs, etc.), allowance requests, obligations, congressional directives, and earmarks; and, supports reconciliation of Mission and USAID/Washington budget, allowance, and obligation figures, and determinations of yearly de-obligations. The Analyst provides substantive Mission-wide support to the annual Procurement Planning process by tracking overall Mission procurement planning, maintaining the ongoing Procurement Plan, and following up with Mission technical Offices and the regional Contracting Office on actions and guidance needed for completing program/project/activity-related procurement actions.

**Requirements:** A University degree in accounting, financial management, economics, or business management is required. A minimum of three years of progressively responsible professional work experience in accounting, financial or budget analyses, budget planning, justification, and execution is required. Experience in project design, program planning, program/project/activity budgeting and evaluation, or closely related work is required. At least one year of this experience should have been with a US Government agency or other international organization, PVO, or NGO, preferably in an English-language work environment. Level IV (fluent) oral and written English and Bosnian/Croatian/Serbian language capability is required. The work requires a good knowledge and understanding of professional accounting principles, theories, practices, and terminology, as well as the principles and accepted practices of governmental and business financial accounting, budgeting, and reporting. A thorough knowledge of, or the ability to quickly gain such knowledge of, USG appropriation, allotment, accounting, and other budgeting procedures used in maintaining, reconciling, balancing, and closing accounts; USAID budgeting and accounting policies, regulations, and procedures; disbursements and reimbursements; and, the principles and practices of cost accrual. Knowledge of, or the ability to quickly gain such knowledge of, the USG and USAID budget process and budget cycle, including formulation, justification, and execution, the CN process, and agency goals and sub-goals, pillars, sectors, and emphasis areas. A good knowledge of methods and tools for budget and financial analysis and for planning is required. The Analyst must have the ability to plan and analyze program budgets, and have excellent written and oral communication skills; must be able to collect and analyze complex data and prepare precise, accurate, and complete reports; and, to record, reconcile, and balance accounts. The Analyst must be able to relate funds management to technical Offices and CORs/AORs; and, to recommend appropriate adjustments to Mission financial plans. The Analyst must be able to solve problems and to recommend solutions in complicated situations. The Analyst must be able to use most MS Office applications, such as Word, Excel, and Power Point, and other data management skills.

**THIS IS LOCAL HIRE POSITION PAID UNDER THE LOCAL COMPENSATION PLAN (LCP)**

**Applications must be in English. Deadline for applications is COB June 17, 2014. Please submit the applications only by e-Mail: [SarajevoJobVacancy@state.gov](mailto:SarajevoJobVacancy@state.gov). Curriculum Vitae should be limited to two pages and should specify skills and educational background. Copy of the complete position description is available in the USAID Human Resources Office. Contact number: +387 33 704 000 ext. 4403.**

USAID IS AN EQUAL OPPORTUNITY EMPLOYER.  
ALL ETHNIC GROUPS ARE ENCOURAGED TO APPLY.

Note: The position is subject to availability of funds.