

Vacancy Announcement Number 08-0106

Position: **Financial Management Specialist** (97-092052)

Open to: US Citizen Eligible Family Members (EFMs) and Members of Household (MOH) – All Agencies

Opening Date: October 31, 2008 **Closing Date:** November 17, 2008

Work Hours: Full-time, 40 hrs/wk (Part-time, 35 hrs/week may be considered)

Position Grade: AEFM/MOH/NOR: FP-05 (\$41,122 p.a.)

ALL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS (TEMPORARY OR PERMANENT) TO BE ELIGIBLE FOR CONSIDERATION. APPLICANTS MUST PROVIDE DOCUMENTATION WITH THEIR APPLICATION THAT DEMONSTRATES THEY HAVE THE RIGHT TO LIVE AND WORK IN THE RUSSIAN FEDERATION.

The U.S. Embassy in Moscow is seeking an individual for the position of Financial Management Specialist in the Financial Management Section.

BASIC FUNCTION OF THE POSITION

The incumbent provides American payroll services for the Moscow mission, including the three regional consulates under the supervision of the S/FMO and FMO, is a certifying officer, a funds control officer and has some budget preparation responsibilities. The FMO Specialist is back-up for the FMO contractor who provides clerical support, time and attendance, salary and allowance adjustments, and accounting duties in the FMO.

A copy of the complete position description listing all duties and responsibilities is available in the Moscow HR Office.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item

1. Completion of a four year college degree in a finance, business or accounting-related field is required.
2. A minimum of five years experience in financial management or related job is required.
3. Level 4 (Native Fluency) speaking/reading English is required.
4. Ability to use a persona computer and other office equipment and have proficiency in computer applications is required.
5. Strong organizational skills, attention to detail and ability to foresee, understand and articulate clearly, both in writing and verbally, problems or opportunities within budget constraints is required.

SELECTION PROCESS

When equally qualified, Appointment Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates **address the required qualifications** above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and visa status in determining successful candidacy.
2. U.S. citizenship is required.
3. Must be able to obtain and hold the appropriate security clearance.
4. Currently employed US Citizen EFMs, who hold a FMA appointment, and currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position should submit the following documents in English, noting the position applying for:

- A. Application for Federal Employment (SF-171 or OF-612) or a current resume or curriculum vitae that provides the same information as an OF-612.
- B. In order to be considered, applicants must submit a narrative statement on a separate page with specific responses to each of the required qualifications in this announcement.
- C. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- D. Documentation (essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO: Human Resources Office

Fax: (7495) 728-5105

Email: Moscowhr@state.gov

Preferred way of sending resumes is on-line.

POINT OF CONTACT: Karen Noble, HR/EFM Coordinator – noblekp@state.gov – 728-5000 x5818

DEFINITIONS

1. **AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign or services.
2. **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. **Member of Household:** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: November 17, 2008

The US Mission in Russia 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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Vacancy Announcement approved by Senior Human Resources Officer: _____

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