

VOUCHER EXAMINER, FSN-7; FP-7

ANNOUNCEMENT NUMBER: 04-235

OPEN TO: All Interested Candidates
POSITION: Voucher Examiner, FSN-7; FP-7
LOCATION: Pretoria
OPENING DATE: October 27, 2004
CLOSING DATE: November 10, 2004
WORK HOURS: Part-Time; 40 hours/week
SALARY: *EFM/MOH/NOR:
Position Grade: FSN-7; FP-7
Starting Salary: R121,558 per annum, plus benefits

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT ALLOWING APPLICATION FOR A WORK PERMIT BEFORE BEING ABLE TO APPLY. IF THE APPLICANT IS NOT FULLY QUALIFIED, THE APPLICANT MAY BE HIRED AT A TRAINEE LEVEL BELOW THE FULL PERFORMANCE LEVEL. CVs MUST ADDRESS ALL REQUIREMENTS FOR THE POSITION OR THEY WILL NOT BE CONSIDERED. ONLY SHORT LISTED APPLICANTS WILL BE CONTACTED.

The U.S. Embassy in Pretoria is seeking the services of a Voucher Examiner in the Budget & Fiscal Section.

BASIC FUNCTION OF POSITION

Examines a variety of complex vouchers, simple to complex international and local travel vouchers, invoices, contracts, lease agreements and requests for payment of goods and services received on behalf of all serviced agencies (State, PAS, DAO, SAO, FCS, FAS, APHIS, Customs, Treasury, DEA, FBI, INS, INL, LEGAT and FBIS) located at Embassy Pretoria and Consulates Johannesburg, Cape Town and Durban. Prepares telegraphic payment vouchers (DATELS) to Charleston Financial Services Center (CFSC). Additionally, performs accounting functions by verifying funds availability using the RFMS Viewer system prior to processing the voucher claim.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Salome Tlhaabye at (012) 431-4000 X4371.

QUALIFICATIONS REQUIRED

1. High School Diploma (matric) or equivalent is required. One year completion of college in accounting or auditing or equivalent work experience is required.
2. Two to three years of progressively responsible experience in voucher examining, accounting or related fiscal work required.
3. English level IV– fluent in reading, speaking and writing required.
4. Thorough knowledge is required of applicable sections of Foreign Affairs Manuals (FAM) GAO decisions, Standardized Regulations, Joint Travel Regulations
5. Must have basic typing skills. Must have a good background in the Microsoft Excel spreadsheet program. Must possess excellent public relations skills in order to deal efficiently and courteously with a wide variety of contractors/vendors and Embassy staff. Must present a positive and professional image to the customers at all times.

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria. CVs which do not address all requirements will not be considered.

1. SELECTION PROCESS

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. Current employees serving a probationary period are not eligible to apply.

TO APPLY

Interested candidates for this position should submit the following:

1. Application for Federal Employment SF-171 for Americans and OF-174 or current resume addressing all requirements for South Africans.
2. Documentation (e.g., essays, certificates, awards, copies of degrees earned) that address the minimum requirements of the position as listed above.

SUBMIT APPLICATION TO

Attention: Salome Tlhaabye
P O Box 9536
PRETORIA
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POINT OF CONTACT

Salome Tlhaabye

Telephone: (012) 431-4000 X4371

Fax: (012) 431-4012 or e-mail to HR-Recruitment@state.gov

DEFINITIONS

1. Appointment Eligible Family Member (EFM): U.S. citizen spouse or U.S. citizen child as referred to in 6 FAM 111.3, paragraph 1) who is at least 18 years of age; 2) and who is on the travel orders of a U.S. citizen Foreign or Civil Service employee or military service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad and under Chief of Mission authority; 3) is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 4) does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniformed services.
2. Member of Household (MOH): 1) Person who has accompanied, but is not/not on the travel orders a U.S. citizen Foreign or Civil Service employee or uniformed 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) will reside at post with the employee.
3. Ordinarily Resident (OR): A citizen of South Africa or a citizen of another country who has residency in South Africa and has the required work and/or residency permit for employment in South Africa.
4. Not-Ordinarily Resident (NOR): A non-South African citizen (U.S. citizen or foreign national) who, although legally resident in South Africa, is not permanently resident. U.S. citizen EFMs and Members of Household of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under South African law.

CLOSING DATE FOR THE POSITION: November 10, 2004

Approved: HRO:M.Sterenber

ADM:E.Hinson

Cleared: HRMS:L.Jordaan

FMO:K.Long

DRAFTED: S.Tlhaabye