



USAID | INDONESIA

FROM THE AMERICAN PEOPLE

USAID Notice No: 139-2009 Dated October 20, 2009 SUPERVISORY VOUCHER EXAMINER, FSN-9

OPEN TO: U.S. Mission Employees only (Indonesian Citizen)

POSITION: Supervisory Voucher Examiner, FSN-9

OPENING DATE: October 22, 2009

CLOSING DATE: November 4, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN- 9. Salary starts from Rp.8,218,497 per month depending on qualifications, experience and salary history

The U.S. Agency for International Development/Office of Financial Management (OFM) is seeking an individual for the position of **Supervisory Voucher Examiner**, located at Jl. Medan Merdeka Selatan 3-5, Jakarta, Indonesia.

BASIC FUNCTION OF POSITION:

Serves as a Supervisory Voucher Examiner in the USAID/OFM. The incumbent is responsible for supervising the full range of payment functions and supervising staff in the Voucher Examination section. Pre-certifying and reviewing all payment vouchers before submitting to the Authorized Certifying Officer; Providing guidance, training and mentoring to new voucher examiners; Promptly interpreting, disseminating and implementing relevant new and/or revised policies and procedures.

QUALIFICATIONS REQUIRED:

At a minimum, applicant must have the following:

- 1) Bachelor's degree in Accounting, Finance, Business Administration or Management is required.
- 2) A minimum of five years of progressively responsible experience in voucher examination, accounting, or related fieldwork. This must include a minimum of three years in voucher examination for a U.S. Government (USG) agency.



3) Level III (Good working knowledge) Speaking/reading/written in English and Bahasa Indonesia is required.

SELECTION CRITERIA:

In addition to the above criteria relating to education, experience and language proficiency, the following criteria will also be used to evaluate applicants:

- 1) Comprehensive and thorough knowledge of Travel Regulations, and other regulations governing U.S. government financial management. Familiarity with other relevant USG policies and regulations will be an added advantage.
- 2) Excellent supervisory skills, plus the ability to plan, organize, delegate. Excellent presentation skills would be an advantage.
- 3) Proficient word processing, excel, databases and other computer applications.

SUBMIT APPLICATION TO:

USAID Human Resources Office

Attention: EXO/Human Resources Office

c/o American Embassy, Jl. Medan Merdeka Selatan 3-5, Jakarta Pusat

E-mail: jkthrd@usaid.gov

Fax: 62-21-3860336

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: November 4, 2009

For more vacancies, please visit **USAID Website:** <http://indonesia.usaid.gov>



**Employment Opportunities (USAID)
Indonesian Citizens**

IN ADDITION TO THE ELIGIBILITY AND QUALIFICATION REQUIREMENTS FOR EACH POSITION IN THIS SECTION, THE FOLLOWING ARE ALSO SELECTION CRITERIA:

1. Management will consider nepotism/ conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

TO APPLY:

Interested applicants must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment, OF-612; or a current resume or curriculum vitae that provides the same information as an OF-612; and
2. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above); and
3. A cover memo describing how you meet the qualifications requirements described