

Agency: Agency For International Development

Job Announcement Number:

FS 07-05MA

DETAILED VERSION

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Overview

Auditor

Salary Range: 32,062.00 - 89,730.00 USD per year

Position has promotion potential to the FP-01 grade level. Total salary will be salary as stated plus locality for the Washington, DC area.

Series & Grade: FP-0511-07/03

Open Period: Friday, June 29, 2007 to Monday, December 31, 2007

Position Information: Full-Time Permanent

Duty Locations: Many vacancies - Washington, DC

Who May Be Considered:

Applications will be accepted from United States citizens.

Job Summary:

THIS VACANCY ANNOUNCEMENT HAS BEEN AMENDED TO CHANGE THE GRADE & QUALIFICATION REQUIREMENTS OF THE POSITION.

The U.S. Agency for International Development (USAID), Office of Inspector General is seeking entry level auditors to serve at Regional Inspector General posts worldwide, which currently include: Baghdad, Cairo, Dakar, Manila, Pretoria, and San Salvador. Candidates must agree not only to serve at any of the overseas posts, but also in Washington, D.C., according to the needs of the Foreign Service. The Foreign Service is more than a job - it's a career. As a member of an overseas team, you will not only help to accomplish the mission of the Agency but also will be a representative of your country to the people of other nations. A Foreign Service career involves uncommon commitments and occasional hardships, as well as unique rewards and opportunities. A decision to enter this career must involve unusual motivation and a firm dedication to public service. The Foreign Service strives to maintain diversity in the representation of gender, geographic region, race and ethnicity.

Duties

Major Duties:

Foreign Service Auditors are required to perform audits of Agency programs in accordance with generally accepted government auditing standards. The purpose of these audits is to determine whether the programs are being carried out in compliance with laws, regulations and agreements; are being administered efficiently and economically; and are achieving the desired results or benefits. This work requires the development of audit programs and procedures necessary to conduct audits; the ability to write clear, concise audit reports; and the coordination of audit matters with USAID and with other U.S. and foreign government agencies. Successful applicants must be self-starters capable of doing independent audit work in developing countries, at times under hardship conditions.

Qualifications and Evaluation

Qualifications:

*To qualify based on education, submit copy of transcript or list of courses with credit hours, major(s), and grade-point average or class ranking. Application materials will not be returned. You can receive credit for education received outside the United States if you provide evidence that it is comparable to an accredited educational institution in the United States when you apply.

Basic Qualification

1. 24 semester hours in accounting or auditing courses of appropriate type and quality (which can include up to 6 hours of business law); or
2. A certificate as a Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24-semester-hour requirement of paragraph A, provided that (a) the applicant has successfully demonstrated the ability to perform work of the GS-11 or higher grade level in accounting, auditing, or a related field; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

Applicants who wish to qualify for positions at higher grade levels (FP 7 or GS 7 and above) must also meet the requirements shown in the following table, in addition to meeting the basic requirements.

In addition to meeting the basic qualification requirements, applicants must have specialized experience an/or directly related education in the amounts shown

below.

To qualify for the FP 7/GS 7 level, applicants must have 1 full year of graduate-level education or superior academic achievement **OR** 1 year of work experience equivalent to at least GS-5

*Superior Academic Achievement (S.A.A.) is based on (1) class standing, (2) grade-point average, or (3) honor society membership.

1. Class standing – Applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses.

2. Grade point average (G.P.A.) – Applicants must have a grade-point average of:

a. 3.0 or higher out of a possible 4.0 (“B” or better) as recorded on their official transcript, or as computed based on 4 years of education, or as computed on courses completed during the final 2 years of the curriculum; or

b. 3.5 or higher out of a possible 4.0 (“B+” or better) based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum.

3. Election to membership in a national scholastic honor society – Applicants can be considered eligible based on membership in one of the national scholastic honor societies. The honor societies are listed in the Association of College Honor Societies: Booklet of Information (1992-95) and/or Baird’s Manual of American College Fraternities (1991). Membership in a freshman honor society cannot be used to meet the requirements of this provision.

To qualify for the FP-06/GS-09 level, applicants must have 2 full years of progressively higher level graduate education or Master’s or equivalent graduate degree **OR** 1 year of work experience equivalent to at least GS-07.

Highly desirable are applicants who possess college degrees to include classes in finance, accounting, or law. CPA certificates or law degrees are extremely

beneficial, as in a foreign-language proficiency, particularly in French or Spanish.

To qualify for the FP 6/GS 9 level, applicants must have 2 full years of progressively higher level graduate education or masters or equivalent graduate degree **OR** 1 year of work experience equivalent to at least GS-7;

To qualify for the FP 5/GS 11 level, applicants must have 3 full years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree **OR** 1 year of work experience equivalent to at least GS-9;

To qualify for the FP 4/GS 12 level, applicants must have 1 year of work experience equivalent to at least the GS-11;

To qualify for the FP 3/GS 13 level, applicants must have 1 year of work experience equivalent to at least the GS-12;

Additional related finance/accounting experience, a CPA, working knowledge of consumer software (Microsoft, Word Perfect, Quattro Pro etc...) and foreign language proficiency - particularly

French or Spanish - is highly desirable. The ability to communicate both orally and in writing is essential for all candidates under consideration.

Note: Education and experience may be combined for all grade levels for which both education and experience are acceptable.

You must be a U.S. citizen to qualify for this position.

You must submit to a drug test and receive a negative drug test before you can be appointed into this position.

In order to qualify for this position, you must possess a Top Secret security clearance.

Applicants must be at least 18 years of age at the time of appointment. In accordance with Agency regulation, all career candidates must be appointed to the Foreign Service prior to the month in which they reach age 59.

You will be required to travel frequently.

Applicants for this position must pass a pre-employment medical examination.

How You Will Be Evaluated:

Candidates will be evaluated on the extent to which they possess the required qualifications.

Benefits:

The USAID/OIG offers excellent benefits programs some of which may include:

- Comprehensive health and life insurance
- Competitive salaries
- Generous retirement programs
- Paid holidays, annual and sick leave
- Flexible work environment and alternate work schedules
- Paid employment related training and education
- Subsidized transportation (Metro check)
- Payment of licenses, certification, and academic degree, as applicable
- Incentives and awards, as appropriate
- Telecommuting, as appropriate
- Long Term Care Insurance is offered
- Flexible Spending Account is offered
- Thrift Savings Plan (401 K Plan)

Other Advantages:

We are located in the beautifully designed Ronald Reagan Building (RRB) and International Trade Center (ITC), which is within walking distance of the White House, the Capitol, Smithsonian Museums, and much more! The RRB is easily accessible to the Federal Triangle metro station (blue/orange line), has an on-site fitness center and day care center, a DC Visitor and Information Center, food court, and underground parking garage.

BASIC BENEFITS OF THE FOREIGN SERVICE

1. Travel at Government expense of employees and their authorized dependents to and from posts of assignment in the United States and abroad.

2. Basic orientation at time of entrance on duty and subsequent in-service professional training before the first overseas assignment.

3. Group life insurance and health benefits programs.

4. Accrual of annual leave ranging from 13 to 26 working days a year, depending on length of service.

5. Accrual of sick leave at thirteen working days per year.

6. Locality pay authorized under certain circumstances.

7. Generous pension and Thrift Savings Plan similar to 401K benefits.

BENEFITS WHEN ASSIGNED OVERSEAS:

1. Travel expenses of employee and their authorized dependents to and from posts abroad, including shipment of personal effects.

2. Government quarters or housing allowance.

3. Cost of living allowance at posts where the cost of living is substantially higher than in Washington, D.C.

4. Salary differential, which is taxable, ranging from 5 percent to 20 percent of base pay at posts where there are unusual hardships.

5. Accrual of home leave at a rate of fifteen working days per year served abroad.

6. Paid round-trip transportation to a rest and recuperation area for employees and authorized dependents who are assigned to designated hardship posts.

7. Educational allowance for dependents under certain circumstances.

8. Limited coverage for emergency medical expenses of employees and authorized dependents.

Other Information:

This job is being filled by an alternative hiring process and is not in the competitive civil service.

If you are selected at a grade lower than the highest shown in this listing, you will be placed under a career development plan and can be non-competitively promoted when you successfully complete the requirements for the higher grade.

GENERAL REQUIREMENTS FOR EMPLOYMENT IN THE FOREIGN SERVICE:

1. Applicants must be citizens of the United States.

2. Applicants must be at least 18 years of age at the time of appointment. In accordance with Agency regulation, all career candidates must be appointed to the Foreign Service prior to the month in which they reach age 59.

3. Male applicants born after December 31, 1959, must be registered under the Military Selective Service Act.

4. Applicants must be willing to travel to a variety of overseas posts, some of which are classified as hardship posts.

5. Applicants must meet medical fitness standards which are more rigorous than those of most other professions. They must pass a thorough medical examination, which for some applicants may include a cardiovascular stress test.

6. Applicants must undergo a thorough background investigation to determine eligibility for a security clearance, as well as suitability for appointment into the Foreign Service.

7. Applicants must be capable of attaining a certain level of foreign language proficiency. This can be demonstrated by either language aptitude scores or

evidence of existing proficiency in a foreign language.

8. Applicants must be available for and willing to accept assignments throughout the world, including assignments to Washington, D.C. They must also be willing to travel frequently on short notice. In cases where both husband and wife are foreign affairs agency employees, both are expected to be willing to accept assignments to a post other than that of the tandem spouse in order to meet the needs of the Service.

APPOINTMENT:

In order to be eligible to receive a conditional offer of employment, applicants must have successfully completed the application assessment stages and have been placed on a rank-ordered list of eligible candidates. A final offer of employment is contingent upon the candidate successfully

completing the medical, security, and suitability stages. Candidates who are offered employment are given probationary appointments as Foreign Service career candidates for a period not to exceed five years.

A. Medical Clearance:

Foreign Service pre-employment hiring policy requires that candidates be medically cleared for worldwide assignment according to the needs of the Service. Family members are not required to obtain medical clearances prior to a candidate's entry on duty. However, family members must be medically cleared before they can travel at U.S. Government expense to the assigned overseas post. Family members who, for medical reasons, are unable to accompany the employee on an overseas assignment, may be eligible for a separate maintenance allowance. Medical examinations may be performed by a family doctor, in which case USAID will reimburse the candidate. Alternatively, the examination may be conducted at the Agency's medical facility in Washington, D.C.

B. Background Investigation:

Eligible candidates will be asked to submit forms required for a security clearance and suitability determination for appointment to the Foreign Service. The clearance process considers such factors as registration for the Selective Service, failure to repay a U.S. Government-guaranteed student loan, past

problems with credit or bankruptcy, failure to meet tax obligations, unsatisfactory employment records, violations of the law, drug or alcohol abuse, or a less than honorable discharge from the armed forces. Investigations, which usually take several months, include current and previous contacts, supervisors and co-workers. These investigations are conducted by OIG Security personnel in cooperation with other federal, state and local agencies.

III. TENURE:

Foreign Service career candidates will be considered for tenure by a Tenuring Board after they have acquired a minimum of two years' overseas experience in the Service. Each career candidate is afforded two opportunities to receive tenure based on the Board's review of the employee's written performance evaluations which are prepared by a supervisor at least once a year. A career candidate who fails to perform satisfactorily may be separated at any time during their probationary period. Any employee who remains untenured after two reviews will be separated from the Agency at the end of the five-year probationary appointment. The appointment status of a career candidate who receives tenure will be changed from probationary to career.

The sole criteria for a positive tenure recommendation shall be the candidate's demonstrated potential, assuming normal growth and career development, to serve effectively as an FS officer over a normal career span, with potential for promotion to class FS-1. Serving effectively as an FS officer with USAID requires demonstrated knowledge and abilities in four broad skill sets, which includes ***technical and analytical skills*** (development assistance knowledge; information gathering, analysis, and problem solving; and written communication skills); ***resource management skills*** (managing human resources, reliability, and planning use of financial resources); ***teamwork and professionalism skills*** (cultural sensitivity and respect for diversity, adaptability and flexibility; and communication); and ***leadership skills*** (direction and vision, motivation, and professional development).

FOREIGN SERVICE AUDITOR CAREER:

Foreign Service employees will first be stationed in Washington, DC. Each year, employees will be given the opportunity to bid for available positions overseas. The OIG will try to accommodate employees' personal preferences, however, program needs of the OIG, individual career development needs, and the need for assignment continuity will also be determining factors in making assignments overseas.

Salaries within the starting ranges for new employees will be determined at the time of a permanent offer of employment. The entry level salary for Federal Civil Service candidates appointed to the Foreign Service without a break in service will be at the rate, within the Foreign Service grade to which they are appointed, that is nearest to the base salary rate of their previous grade.

Performance is evaluated in writing annually by a supervisor. After one year in grade, the auditor is eligible to compete annually for promotion with other auditors at the same grade. Due to the limited number of yearly promotions available, panels select candidates based on published criteria and quality performance. In general, persons with good performance will receive a within-grade increase annually up through step 10 and biennially from step 10 through step 14 if they have not received an equivalent increase during that period.

How to Apply

How To Apply:

All applicants, including current USAID and USAID/OIG employees, must submit one of the following application forms: 1. Resume and OF-306, Declaration for Federal Employment

2. OF-612, Optional Application for Federal Employment and OF-306

Your application must contain all of the following information or it will be marked incomplete:

1. Announcement number, and title and grade level you are applying for;
2. Full name, date of birth, social security number, complete mailing address and day and evening phone numbers, country of citizenship, veterans preference, if applicable, reinstatement eligibility, and highest Federal civilian grade held;
3. High school - name city and state, date of diploma or GED; Colleges and universities - name, city, and state, major, type and year of any degrees received;
4. Job title, duties and accomplishments; employer's name and address, supervisor's name and phone number, hours per week, salary; do not incorporate or attach position descriptions; indicate whether we may contact your current supervisor; and job-related training courses, job-related licenses and certificates, job-related honors, awards, and special achievements, computer software programs used, foreign language proficiency, academic honors, and extra-curricular activities in college.

OTHER DOCUMENTS REQUIRED IN ADDITION TO THE APPLICATION:

To qualify based on education, applicants must submit a copy of transcript or list of courses with credit hours, major(s), and grade point average or class ranking. Application materials will not be returned.

A two-to-three page, typed (double-spaced) narrative autobiography which discusses your:

- personal background;
- personal interests; hobbies and travel;
- professional experience which was not included in the employment application;
- motivation for applying for a Foreign Service Auditor

career.

Applicants currently employed by the Federal Government must submit a copy of their most recent performance appraisal (dated within the last 18 months) and their most recent SF50, Notice of Personnel Action.

It is the responsibility of the applicant to insure that his/her application is complete. The personnel office will not be responsible for soliciting additional information from applicants.

Application packages should be submitted to:

U.S. Agency for International Development
IG/M/HC
1300 Pennsylvania Avenue, N.W.
RRB, Room 8.07
Washington, D.C. 20523-8700
Attn: Human Capital Division

If you need a copy of the vacancy announcement, please call (202) 712-4189. Applications must be postmarked by the closing date and postmarks will be accepted up to five days after the closing date. Candidates who fail to submit all of the foregoing documents cannot be evaluated for further consideration.

NOTE: JOB FINALISTS MAY BE REQUIRED TO COMPLETE A DECLARATION FOR FEDERAL EMPLOYMENT (OF-306).

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service law.

Handicapped applicants, disabled veterans, and VRA's or any others eligible for a noncompetitive appointment under special appointing authorities must clearly specify this eligibility on their application and attach documentation.

If you are a veteran with preference eligibility and you are claiming 5-point veterans' preference, you must attach a copy of your DD-214 or other proof of eligibility. If you are claiming 10-point veterans' preference, you must attach an SF-15, 'Application for 10-Point Veterans' Preference' plus the proof required by that form.

If you are a male applicant who was born after 12/31/59 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment.

If you are a current or former federal employee with reinstatement eligibility, you must submit a copy of your last Notification of Personnel Action (SF50) and a copy of your most recent Performance Appraisal.

Contact Information:

Michelle Aldridge
Phone: (202)712-4189
Fax: (202)216-3392
Email: recruitment@usaid.gov

Or write:
U.S. Agency for International Development
1300 Pennsylvania Avenue, N.W.
Room 8.07A
Washington, DC 20005
US
Fax: (202)216-3392

What To Expect Next:

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates

will be referred to the hiring manager for further consideration and possible interview, every 30-45 days until the closing date of the announcement

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

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1300 Pennsylvania Avenue, N.W.
Room 8.07A
Washington, DC 20005
US
Fax: (202)216-3392



[Questions?](#)

For questions about this job:

Michelle Aldridge
Phone: (202)712-4189
Fax: (202)216-3392
Email: recruitment@usaid.gov

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