

## JOB OPPORTUNITY ANNOUNCEMENT 2010-12

**OPEN TO:** ALL INTERESTED CANDIDATES

**POSITION:** **Supervisory Voucher Examiner, FP-6, OR FSN-8\***

**OPENING DATE:** August 16, 2010

**CLOSING DATE:** September 6, 2010

**WORK HOURS:** **Full time, 40 hours per week**

**SALARY:** \*EFM/MOH/NOR: US\$ 44,737 p.a. (starting salary)  
Position Grade: FP-6

\*Ordinarily Resident: SF. 100,456 p.a. (Starting salary)  
Position Grade: FSN-8

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The Financial Management Office (FMO) at the U.S. Mission Geneva is seeking applicants to serve as a locally engaged staff (LES) supervisory voucher examiner. The incumbent will supervise two full time LES employees in the vouchering section on a full-time basis. The incumbent will review and pre-certify all vouchers as correct and proper for payment for final certification by an authorized certifying officer. She/he will serve as the customer's primary contact on issues related to payroll, allowances and vouchers. She/he will serve as backup to the voucher examiner and secretary/voucher examiner. She/he will report directly to the Financial Specialist and indirectly to the American FMO.

### Principal Duties:

Supervises the work and mentors the two vouchers examiners by scheduling work assignments, setting priorities, and checks on work progress and ensures that goals are accomplished.

Pre-certifies all vouchers as correct and proper for payment prior to certification by an authorized certifying officer. The incumbent will meet and deal with customers to accurately advice on pay and allowances entitlements, will answer questions and resolve issues related to vouchering and payments.

Processes sensitive and difficult vouchers in exceptional cases and advises or counsels the voucher examiners on appropriate future action and performs other duties as assigned by the Financial Specialist or American FMO. Maintains files according to records management regulations.

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

## **QUALIFICATIONS: REQUIRED:**

**Education:** Completion of four year university degree in accounting or other business related degree such as business administration, finance or economics is required.

**Experience:** A minimum of three years of progressively responsible experience in accounting, voucher examination and other financial work is required. Minimum of one year of supervisory experience is required.

**Language:** Level IV English (fluent) and French (fluent) are required.

**Skills:** Must be able to comprehend and apply complicated regulations and procedures, show attention to details, have the ability to critically analyze data and draw well-thought conclusions. Proficiency in Excel and Word application is required.

## **SELECTION PROCESS:**

When equally qualified, 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. Current employees serving a probationary period are not eligible to apply.
3. Current employed U.S. Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 30 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 30 calendar days of their employment.
5. Applicants must be eligible for employment under host government laws and regulations.

## **TO APPLY:**

Interested candidates for this position should submit the following:

1. Application form OF-612 is REQUIRED.
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Documentation (e.g., essays, certificates, awards, copies of degrees earned) that address the minimum requirements of the position as listed above.

## **SUBMIT APPLICATION TO:**

Human Resources Office, U.S. Mission, 11, route de Pregny, 1292 Chambesy, Geneva or email to [GenevaHR@state.gov](mailto:GenevaHR@state.gov)

## **POINT OF CONTACT:**

HR Office: Telephone: (022 749 44 27) or IVG 493 4427/FAX: (022 749 4091)

## **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 child 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

**2. EFM:** Family Members at least age 18 listed on the travel orders of a Foreign of 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: September 6, 2010**

An Equal Opportunity Employer

**The US Mission in Geneva, Switzerland 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.**

Clearances:

MGT/FMO – S. Ramirez  
MGT/HRO – E. Flanagan  
MGT/C – L. Richter