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|  | **Peace Corps/Jamaica Vacancy Announcement** **Supervisory Financial Specialist** |

The United States Peace Corps office in Jamaica seeks an experiences professional to serve as a full-time contracted Supervisory Financial Specialist (SFS) based in Kingston. Applicants must have a University Degree in Accounting, Finance, Management, Business Administration or any other related field; at least 10 years of professional office experience in Accounting, Finance, or Business Management; and at least 5 years of direct supervisory experience.

Remuneration: Starting Basic Salary is J$4,830,216 per annum. Benefits include Allowances of $141,588 per annum, a bonus payable at 8.33% of Basic Salary each year, Annual and Sick Leave, Health and Life Insurance and Retirement Benefit.

This position is for a one year contract with four additional one-year option periods; pending successful performance and availability of funds, the contract is renewable annually without expiration.

Please review the following pages for detailed information regarding the position. Only applications including the following information will be reviewed:

* Completed Sections 1-3 of the Application Form (pages 11-16 of this document)
* Resume
* Cover Letter

Submission is considered complete when all 3 documents identified above are saved in PDF and returned as one file via email to JM-vacancies@peacecorps.gov with the subject line “SFS Application” on or before the submission deadline.

Peace Corps reserves the right not to consider applications received after the closing date and/or failing to follow application instructions. Only shortlisted candidates will be contacted for interviews. Appointment will be based on successful security clearance and availability of funds.

**Applications are due by 4:00 p.m. on November 10, 2021.**



**STATEMENT OF WORK**

**Supervisory Financial Specialist**

**DUTY STATION:** Kingston, Peace Corps Office

**BASIS OF EMPLOYMENT:** Long-Term Personal Services Contract

**SUPERVISOR:** Director of Management and Operations (DMO)

**SUPERVISES:** Administrative Clerk/ Human Resources and Procurement

**Basic Function of Position**

The Supervisory Financial Specialist (SFS), as a Personal Service Contractor (PSC), is responsible for performing a range of financial, accounting, contracting, and human resource duties, summarized as follows:

* Financial management and reporting
* Procurement & Contracting
* Supervision of the Administrative Clerk/HR-Procurement and extending some human resource support to locally employed staff
* Serving as Acting Director of Management & Operations (DMO) as required; and as back-up for two (2) other positions within the Administration unit
* Performing support functions for Peace Corps Volunteers

This position is a multi-function one and requires a great degree of planning, flexibility and creativity and a high degree of organization and ethics.

The SFS works under the supervision of the Director of Management and Operations and directly communicates with: Peace Corps Jamaica staff, Peace Corps Headquarters staff; U.S. embassy direct hire and local staff; local banking officials and vendors, lessors, local labor attorneys and Peace Corps Volunteers. In performance of all duties, and to facilitate accurate communication with internal and external stakeholders, the incumbent reads and gains expertise knowledge on relevant administrative policies, procedures and guidance contained in applicable Peace Corps Manual sections, the Overseas Financial Management Handbook (OFMH), the Overseas Acquisition Management Handbook, various staff handbooks, and other available materials. Routine work will be performed with minimum guidance. The duties and deadline of this position may require work outside of normal working hours.

**Major Duties and Responsibilities**

**Accounting & Reporting**

The SFS becomes an expert in the regulations, policies and procedures that guides financial management at Peace Corps Jamaica. Expertise is gained through sound knowledge and application of guidance found in the Peace Corps Manual sections, the Overseas Financial Management Handbook (OFMH), the Overseas Acquisition Management Handbook, various staff handbooks, Fiscal Coding Handbooks, and in Federal and other financial management regulations, both online and in print forms.

Accounting and Reporting functions include:

* Creates all recurring obligations for the new fiscal year in the FOR Post financial management system. Obligations are done on a quarterly basis for utilities, communication costs, volunteer and staff travel, living and leave allowance and any other known recurring expense per the Operations Plan. Other recurring obligations, such as salaries, property rentals or service contracts are done for the full year, in the quarter in which they come up for renewal. Ensures that obligating documents are in place to support all obligations.
* Creates obligations for all other expenses as they are incurred throughout the quarter. These are just in time requests for goods/services, submitted by staff and approved by the DMO. SFS keeps track of spending to assure that just in time requests are within the budgetary allotment of the submitting department. Ensures obligating document is in place to support obligations.
* Manages commitments, obligations and liquidations for all medical supplies from PLS/HQ.
* In coordination with the DMO, each fiscal year, prepares an annual accounting classification list with all obligations that this position opens in FOR Post. Ensures that all new obligations have a clear description, accurate period of performance, correct vendor and are charged to the correct location, fund number, sponsor, Purpose code and Object Class. Must ensure that all obligations documents have a calculation sheet or another document as the basis for the amount obligated. When obligations or liquidations are charged to the wrong Purpose code or Object class, Position needs to send a Journal Voucher (JV) to the CFO/GAP accountant for correction so obligations are always charged to the lines where these expenses were budgeted for. Also informs DMO and Administrative Assistant/Procurement & Travel when budget uploads for International and Conference travel are received.
* Monitors current and prior year obligations and de-obligates inactive obligations and reviews that balances of active obligations are accurate and sufficient to cover Post needs.
* At the end of each quarter, reviews all open obligations and coordinates with DMO to increase recurring obligations such as utilities, PSC salaries/benefits, communication, PCV allowances, etc. based on the approved Operating Plan.
* Keeps track of and correctly processes transactions against all other funding sources, e.g. Small Projects Assistance, Let Girls Learn, Peace Corps Partnership, etc.
* Serves as Billing Officer for PC Jamaica and is responsible for administering the billing process based on policy outlined in OFMH and Manual sections on Billings and Collections.
* Reviews and certifies the bi-weekly PSC payroll with PC/HQ.
* Calculates all monies owed to departing staff, including severance payment, unused annual leave up to 240 hours, and any pro-rated portion of their contract. This will be submitted to HQ for payment and funding approval. The SFS is the main liaison with the point of contact for severance at PC/HQ.
* Takes the lead in researching, preparing and submitting all accounting reports to Peace Corps Washington during the fiscal year- quarterly Budget Review report, Mid-Year budget report, Open Obligations Review report, Host Country Contribution and Annual Leave Balance and any other report as requested by Washington.
* Generates various reports from the FOR Post system to guide discussions with DMO on Peace Corps Jamaica’s budget position at any point in time during the fiscal year, as well as to assist in completing accounting reports for submission to Washington.
* Ensures proper record keeping of all accounting document in compliance with policies and regulations. Records should have appropriate signatures and backup documentation and filed and disposed according to the Peace Corps records schedule.
* Initiates corrective action when the FOR Post system or its synchronization with HQ has problems, through a “Track It” system, and follows up until problem is resolved.
* Assists DMO in maintaining an adequate system of internal controls to ensure compliance with applicable financial rules, regulations and policies.

**Budgetary and Fiscal Management & Reporting**

* Takes the lead in preparing and submitting Peace Corps Jamaica’s annual Operations Plan, to include: liaising with Medical, Programming and Training, Executive Office, Safety & Security and General Services staff to analyze historical information on expenditures, to assist in forecasting budget needs for the new fiscal year; submission of all UFRs in Hyperion, and drafting the Operations Plan memo for the Country Director’s signature.
* Estimates the annual budget for: locally employed staff salaries, including grade and step increases, health/life insurance premiums and benefits; office and residential utilities; office communication costs and any other operations-related expenses not budgeted for by the General Services office.
* Budget Cost Review: Prepares periodic and ad hoc budget analyses and reports as directed by the DMO. Regularly reviews obligations and budget authority. Analyzes cost versus the budget and provides explanations for variances. Identifies which funds should be reprogrammed and works with the DMO to ensure that the budget marks are met. Prepares and forwards unit budgets to staff at the start of the fiscal year; Monitors implementation of approved plans and advises staff on a quarterly basis regarding progress in meeting targets. Whenever it appears budget allocations will not support plans, works with DMO to ensure timely resolution.
* Works with the DMO with the final preparation of quarterly budget reviews and annual close out reviews. Prepares reports on spending trends and cost analysis in order to assist in the preparation of the IPBS (Integrated Planning and Budget System).
* Prepares Hyperion V-Year Charts as required.
* Keeps Country Director (CD) and DMO informed at all times when expenses in certain lines exceed approved budget. Ensures that pending HQ reimbursements for Conference Travel, Trainee Input increases, etc., are uploaded by Global Accounts Payable (GAP) in a timely manner.
* Reviews all accounts that are liquidated at PC/HQ CFO/GAP office ensuring that these accounts have enough funds available at all times based on the budgeted approved amounts. Plans for Local Compensation Plan (LCP) increases with DMO and HQ Region staff.
* In coordination with the DMO, prepares and submits quarterly budget and mid-year reviews to PC Washington.
* In coordination with the DMO, performs quarterly budget reviews (or as needed), with each unit.
* Manages international travel budgets received from PC/Washington for specific and one time international travel for staff and/or volunteers, and relays that information to the DMO and Administrative Assistant/ Procurement & Travel for their action. This position monitors the status of these obligations, but the Administrative Assistant/ Procurement & Travel is responsible for all travel related transactions in FOR post for Volunteers and Staff.
* Works with the DMO in completing the annual Administrative Management Control Survey (AMCS) in the financial and personnel management and Volunteer support areas. Uses AMCS as guidance to ensure compliance with appropriate management practices at Post. Provides back up documentation when required to prove that Post is in compliance in areas mentioned.
* Ensures proper record keeping of all budgeting document in compliance with policies and regulations. Records should have appropriate signatures and backup documentation and filed and disposed according to the Peace Corps records schedule.

**Contracting Officer, Acquisition and Procurement**

* May be designated as a Contracting Officer after successful completion of the requisite Overseas Contracting Officer Training and receipt of an individual Peace Corps Overseas Contracting Officer warrant issued by the Chief Acquisition Officer. Responsibilities as an Overseas Contracting Officer include executing, modifying, and/or terminating contracts, lease agreements, and other procurement actions in accordance with individual warrant. Must follow all rules, procedures, and guidance as supplied by the Office of Acquisition and Contract Management (OACM) and the Overseas Contracting Handbook in execution of Overseas Contracting Officer duties and responsibilities. The Overseas Contracting Officer can be held financially and/or criminally liable for neglecting to carry out Overseas Contracting Officer duties in accordance with applicable laws and regulations. (See Overseas Contracting Handbook).
* Serves as one of Post’s Contracting Officers, with appropriate delegated procurement authority.
* As a Contracting Officer, may perform the following actions:
	+ Drafts and calculates the annual leases for property rented as offices as well as property rented as residences for U.S. Direct Hire staff in compliance with PC regulations detailed in MS 733 and Overseas Financial Management Handbook OFMH section 30.0. Post currently has 4 leases: 1 office and 3 residences. Position is only responsible to draft, calculate, obligate and liquidate lease but this position is not responsible for the advertisement, negotiation or execution of the lease process. However, Position can assist with negotiation and satisfaction processes.
	+ Responsible for preparing paper work in coordination with DMO and GSM to request proper authorization from Washington when new residential leases exceed authorized amount.
	+ Modifies leases and other service or construction contracts.
* Prepares and drafts any other contracts or blanket purchase agreements (BPA) required, as instructed by the supervisor. Position may also assist in submitting vendor forms to support funding for contracts and agreements, to conduct market research and provide cost justification reports before preparing contracts or agreements and to manage the schedule of payments on contracts and agreements and initiates payments.

**Administrative Management**

* Manages the finance section by providing advice and suggestions regarding technical and administrative matters and ensuring the implementation of DMOs directions and guidelines.
* Assists the DMO in reviewing Peace Corps regulation changes and general financial and administrative operations to ensure that proper controls are in place to prevent unauthorized use of U.S. Government funds and property.
* The position, on a timely basis, may review and design financial, procurement and administrative processes for DMO review and approval.
* In the absence of the DMO, serves as Acting DMO in all responsibilities.

**Human Resource Support**

* Works with all departments, and in close collaboration with the DMO in the hiring process for all Peace Corps PSC’s; including preparing documents for recruitment advertisement, reviewing application submissions,; participating in the interview panels; ensuring fair selection of a candidate that meets the requirements of the position and preparing supporting documents for submission to the PC/HQ OACM, including the application review criteria, selection memo and draft contract.
* Reviews the Multiple Payment Listing (MPL) and Statement of Payments (SOP) reports for PSC’s for each pay period and sends the certification for correctness via email to HRMS in PC Washington.
* Prepares job letters for locally employed staff.
* Coordinates the bi-annual locally employed staff awards; responsibilities include:
	+ Dispatching nomination forms by email to all staff
	+ Receiving nomination forms and presenting to Joint Awards Committee for review and decision
	+ Finalizing approved nomination list and forwarding to Administrative Assistant for modification of contracts and payment of monetary rewards
	+ Advising award recipients of award type and reward
	+ Arranging for printing of certificates and signatures
	+ Assisting in planning in-house staff award ceremony
	+ Updating staff personnel files with award documentation
* Advises CD and DMO on local labour law matters and recommends escalation to local labour attorney when necessary
* Acts as liaison with local labour law attorneys for local labour law interpretation and legal opinion requests.

**Volunteer Support**

* Maintains accurate and timely information in the Volunteer In-Country Allowance (VICA) database system; prepares and maintains quarterly obligations for the payment of all allowances or reimbursements through VICA. Monitors and records overpayment to PCV/Ts that must be collected, preparing Bills of Collection for approval by the DMO and collection by the cashier.
* Calculates and obligates all allowances for PST, including walk around, Host Family payments, PCT travel during Pre-service Training (PST).
* Reviews VICA payroll vouchers for Living and Leave Allowance, miscellaneous reimbursements etc., entered by the cashier twice monthly. Reviews for accuracy of amounts entered and appropriation, and electronically submits data to PC/Washington on a timely basis.
* When required, provides technical advice and guidance to Volunteers on a variety of policy and management issues related to the payment of volunteer allowances, forms to be completed and status of reimbursements etc.
* Coordinates the preparing and signing by the DMO of income verification statements for PCVs in-country for student loan purposes.
* Ensures proper record keeping of all volunteer support document in compliance with policies and regulations. Records should have appropriate signatures and backup documentation and filed and disposed according to the Peace Corps records schedule.

**Management of Purchase and Travel Card**

* May be designated as a Purchase and Travel Card Holder, after completing the requisite training and successfully passing the exams.
* As a cardholder, SFS ensures that: the card is used for authorized official purposes as outlined in the applicable PC manual and OFMH sections; that funds are obligated prior to incurring any expense with the cards; that credit card statements are allocated monthly on the Citibank portal and submitted to the Approving Official for review; that there are no fraudulent transactions on the monthly statement and if there are, to work with Citibank to resolve in a timely manner; that signed monthly statements and supporting documents (invoices and logs) are scanned and saved electronically to the shared drive and hard copies filed.
* Reviews the credit card logs for all other cardholders at Post each month to ensure: there is sufficient funds in allocated obligations to support liquidation amounts; currency of the obligation is in U.S. dollars; where credit card fallout errors are reported from Washington, works with individual cardholders to resolve in a timely manner.
* Ensures proper record keeping of all documents in compliance with policies and regulations. Records should have appropriate signatures and backup documentation and filed and disposed according to the Peace Corps records schedule.

**Supervision**

* Supervises the Administrative Clerk/HR, who is a member of the Management and Operations team. Establishes work plan and evaluates performance; identifies and assesses training and professional development needs; coordinates with DMO to design and deliver staff development; maintains a staff development plan; oversees and manages the scope of work to document current duties and responsibilities of the position.

**Safety and Security**

* Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and CD. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
* Understands and complies with Peace Corps safety and security policies and procedures and assists other staff and Volunteers in complying with safety and security policies and procedures as outlined in Manual Section MS270 and Peace Corps/Jamaica Emergency Action Plan (EAP).
* Acts as Duty Officer, as needed

**Other Duties**

* Serves as main point of contact (POC) for all matters related to dependent education for US Direct Hire staff (USDH), including obtaining proforma invoice for school fees the upcoming fiscal year and maintaining all payments and obligation. The SFS will fill out and provide the appropriate paperwork for dependent education to PC Washington for approval.
* Creates all Bills of Materials in the Sunflower Inventory system for all new assets.
* In conjunction with the cashier, analyzes the results of the annual living allowance survey; communicate results to CD and DMO; prepare and submit justification documents for adjustments to living allowance cost factor to Region.
* Serves as back-up to the Administrative Assistant/Travel and Procurement.
* Serves as back-up to the Administrative Clerk/HR.
* Serves as Acting DMO as requested by DMO or CD.
* Serves as Intercultural Diversity Equity & Inclusion (ICDE&I) POC for the Administration unit and promotes awareness and training within the unit for periodic ICDE&I trainings.
* Oversees the annual updating of the Peace Corps Jamaica Staff Handbook.
* May be designated as Receiving Officer if assigned by the CD and with the approval of the Regional Director.
* Attends and participates in weekly senior staff and Administration meetings; other ad hoc meetings, trainings and staff retreats as required.
* Files all official documents related to the position in accordance with the agency’s records management schedule, and in anticipation of potential audits. When appropriate, gives files to the records manager for archiving.
* Complies with Peace Corps Code of Ethics, the Peace Corps Manual, the Peace Corps Jamaica Staff Handbook and other regulatory guidance.
* Understands and complies with Peace Corps safety and security policies and procedures and assists other staff and Volunteers in complying with safety and security policies and procedures as outlined in Manual Section MS270 and Peace Corps/Jamaica Emergency Action Plan (EAP).
* Incumbent is an active member of the Peace Corps/Jamaica Emergency Action Committee (EAC), actively participating and coordinating financial resources in coordination with the DMO when the Emergency Action Plan is activated.

*This Position Description in no way states or implies that these are the only duties to be performed by the incumbent. The incumbent will be required to perform other duties as assigned by the agency.*

**Qualifications Required For Effective Performance**

* 1. Education: University degree in Accounting, Finance, Management, Business Administration or any other related field is required. Additional related business certifications or advanced business degree coursework is an asset.
	2. Prior Work Experience: At least 10 years of professional office experience in Accounting, Finance, or Business Management; and at least 5 years of direct supervisory experience. Prior experience working with an international organization is advantageous.
	3. Post Entry Training: Organized on-the-job training in Peace Corps OGAP regulations, FOR Post entries, adjusting and reporting, Fiscal Coding Handbook, the Peace Corps Manual and Overseas Financial Management Handbook, is required for 3 to 6 months. Attendance and successful completion of a 40-hour minimum Overseas Contracting Officer training is required in the first 6 months of service. Cross training will be provided on duties and responsibilities of back-up positions.
	4. Language Proficiency: Level IV (Fluent) High degree of proficiency in both the written and spoken English is required.
	5. Knowledge:
		1. Knowledge of Accounting, Finance or other financial management activity, procurement principles and local labour laws is required. Due to the complex environment of a U.S. Government agency regarding financial policies and procedures, the incumbent must possess a thorough working knowledge of U.S. Government financial regulations and procedures.
		2. Working knowledge of internal structures including: how to access the intranet; site file transmission protocol (SFTP) and Hyperion Budget software is an asset.
		3. Must have knowledge and understanding of the Peace Corps Manuals, Acquisition and Procurement regulations, Financial Management regulations.
	6. Abilities and Skills: The SFS must be able to deal with a broad scope and range of problems in setting and reconciling accounting records, collections, and payments, which may happen simultaneously. S/he must have strong writing skills and be able to collect and present facts in a clear and concise manner- both verbally and in writing- to accounting and non-accounting individuals; must be proficient in the design and use of spreadsheets and in the use of word processing software; proficient in Microsoft Applications as well as current communication tools such as Skype, Zoom and WhatsApp.; be comfortable doing online intranet research; must have initiative, organizational ability, must pay attention to detail and accuracy. The ability to read and interpret regulations is required. Must also have integrity, be flexible and able to use initiative to resolve problems; be self-motivated and able to deal tactfully with a wide range of individuals of different cultures.
	7. Keyboard/Data entry: Must be advanced with accuracy and speed to be able to enter large volumes of data in the accounting and budgeting systems.
	8. Availability: The PSC is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post / Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps as assigned. Any such reassignment or transfer shall be subject to agreement of the PSC. The Statement of Work as defined, will remain the same; however, the duties may be subject to change as determined by the Contracting Officer.

**Driver’s License Holder:** Should be holder of a driver’s license and be able to drive standard and/or automatic vehicles; and pass the U.S. Embassy Driving Certification course. If not a holder of a driver’s license, should be willing to obtain a driver’s license within reasonable time, if selected for employment

**Position Elements**

1. **Supervision Received**: The SFS is under the supervision of the Director of Management and Operations (DMO).
2. **Supervision Exercised**: The SFS directly supervises the Administrative Clerk/HR-Procurement; when acting as DMO under a delegation of authority, supervises the Administrative staff to include monitoring work, approving leave requests, signing time sheets etc.
3. **Training Required**: Must participate in Peace Corps Overseas Contractor and Purchase & Travel Card trainings.
4. **Available Guidelines**: Peace Corps Manuals, Overseas Financial Management Handbook, FOR Post Help (online), Volunteer Handbook, Fiscal Coding Handbook.
5. **Exercise of Judgement**: The SFS utilizes available guidelines for most matters, but must exercise judgement when deciding whether procurement process is according to regulations for appropriate registration in accounting records; and consults with the supervisor on all other issues.
6. **Authority to Make Commitment**: Is authorized, under a Contracting Officer Warrant to approve contracts and leases up to the amounts authorized on the warrant.
7. **Nature, Level, and Purpose of Contacts**: SFS has contacts with PC/Jamaica staff, U.S. embassy Human Resource and FMO staff, Charleston Financial Service Centre, PC/W OGAP, Budget and Region staff, FOR Post support team, Trainees, Volunteers, Jamaican Ministry of Foreign Affairs finance staff, local labour attorneys, local vendors and providers of good and services. Uses these contacts to resolve administrative and financial issues and problems.
8. **Time Required to Perform Full Range of Duties after entry into the Position**: One year, which is the full cycle of administrative functions.



**Supervisory Financial Specialist**

**JOB APPLICATION FORM**

***Only complete applications will be considered***

**Section 1**

1. **JOB INFORMATION**

 **Vacancy Position Title:** Supervisory Financial Specialist

1. **PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Phone numbers** |  |
| **TRN or Social Security Number** |  |
| **Have you ever served Peace Corps as a Peace Corps Trainee, Peace Corps Volunteer, US Direct Hire employee, Personal Services Contractor employee or Foreign Service National employee?****( yes/no)** |  |
| **If you answered “yes” to question above, please provide more details below at #3:** |  |

1. **PRIOR HISTORY WITH PEACE CORPS**

|  |  |
| --- | --- |
| **Location where served** |  |
| **Type of Service** |  |
| **Your Title while serving** |  |
| **Start date of service** |  |
| **End date of service** |  |

|  |  |
| --- | --- |
| **Location where served** |  |
| **Type of Service** |  |
| **Your Title while serving** |  |
| **Start date of service** |  |
| **End date of service** |  |

|  |  |
| --- | --- |
| **Location where served** |  |
| **Type of Service** |  |
| **Your Title while serving** |  |
| **Start date of service** |  |
| **End date of service** |  |

1. **EDUCATION**

Complete the following information for all high schools and universities attended:

|  |  |
| --- | --- |
| **School Name** |  |
| **City and state/parish** |  |
| **Major (if applicable)** |  |
| **Type of degree/diploma received** |  |
| **Date degree/diploma received** |  |

|  |  |
| --- | --- |
| **School Name** |  |
| **City and state/parish** |  |
| **Major (if applicable)** |  |
| **Type of degree/diploma received** |  |
| **Date degree/diploma received** |  |

|  |  |
| --- | --- |
| **School Name** |  |
| **City and state/parish** |  |
| **Major (if applicable)** |  |
| **Type of degree/diploma received** |  |
| **Date degree/diploma received** |  |

*(add additional schools as-needed)*

1. **WORK EXPERIENCE**

Complete the following information for all related work experience over the past 10 years *(paid and non-paid).*

|  |  |
| --- | --- |
| **Employer’s Name & Address** |  |
| **Job Title** |  |
| **Hours per week** |  |
| **Starting Date (Mo & Yr)** |  |
| **Ending Date (Mo & Yr)** |  |
| **Duties and accomplishments** |  |
| If this is your current employer, may we contact your supervisor?  |
| If yes, please provide name and phone number: |

|  |  |
| --- | --- |
| **Employer’s Name & Address** |  |
| **Job Title** |  |
| **Hours per week** |  |
| **Starting Date (Mo & Yr)** |  |
| **Ending Date (Mo & Yr)** |  |
| **Duties and accomplishments** |  |
| If this is your current employer, may we contact your supervisor?  |
| If yes, please provide name and phone number: |

|  |  |
| --- | --- |
| **Employer’s Name & Address** |  |
| **Job Title** |  |
| **Hours per week** |  |
| **Starting Date (Mo & Yr)** |  |
| **Ending Date (Mo & Yr)** |  |
| **Duties and accomplishments** |  |
| If this is your current employer, may we contact your supervisor?  |
| If yes, please provide name and phone number: |

|  |  |
| --- | --- |
| **Employer’s Name & Address** |  |
| **Job Title** |  |
| **Hours per week** |  |
| **Starting Date (Mo & Yr)** |  |
| **Ending Date (Mo & Yr)** |  |
| **Duties and accomplishments** |  |
| If this is your current employer, may we contact your supervisor?  |
| If yes, please provide name and phone number: |

*(add additional work as-needed)*

1. **OTHER QUALIFICATIONS**

Please list any **job-related training courses** including titles and dates, skills, (e.g., foreign languages, computer knowledge, typing speed), as well as any **job-related certificates, licenses, honors and special accomplishments**:

**Section 2**

*Please read each of the following questions carefully and answer yes or no (you may delete the response which does not apply):*

1. Do you have a university bachelor degree in Accounting, Finance, Management, Business Administration, or a related field?

\_\_\_\_Yes \_\_\_No

1. Do you have At least 10 years of professional office experience in Accounting, Finance, or Business Management; and at least 5 years of direct supervisory experience?

\_\_\_\_Yes \_\_\_No

1. Do you have a valid Jamaican driver’s license with the ability to operate a 4-wheel drive motor vehicle throughout Jamaica? If no, are you willing to obtain a driver’s license if you are selected for this position?

\_\_\_\_Yes \_\_\_No

1. Are you able to travel for brief to extended periods of time, both in Jamaica and overseas?

\_\_\_\_Yes \_\_\_No

*If you answered “yes” to all of the questions above, please complete the next section. Please read each question below carefully and ensure that your response sufficiently demonstrates your qualification and suitability for the position. Please note that answers will require more than a “yes” or “no” response; please go into as much relevant detail as possible. Responses must be typed directly onto this form*

**Section 2b**

1. Describe in detail your experience and/or education in the following areas:
* Budgeting, to include Formulation, Execution and Monitoring; indicate dollar value and currency of budget(s) managed;
* Supervision of staff; indicate number of years’ experience and number of staff supervised. Supervision provided while operating in an acting capacity can be included.
* Contracting and Procurement
* Human Resource Management

 **Response:**

1. In addition to your degree (s), what other trainings, courses or extra-curricular activities have you participated in that bolster your qualification for this position?

**Response:**

1. Describe how you have had to formally communicate (both orally and in written form) as part of your job/profession.

**Response:**

1. Demonstrate proficient use of the following Microsoft suite of products in your job/profession.
	1. Microsoft Word
	2. Microsoft Excel
	3. Microsoft Outlook

**Response:**

1. If you have worked with individuals from a different culture, whether in Jamaica or outside of Jamaica, how did you cross the cultural gap? If you have no experience, how do you think you would handle working with people from a different culture?

 **Response:**

**Section 3**

Provide the name and contact information of three (3) references, two of which must be professional references:

1.

2.

3.

*This application form must be sent along with your cover letter and resume for consideration.*