



U.S. Mission, Dili

U.S. Mission Dili

Announcement Number: Dili-2020 -14

Position Title: Resource Manager

Opening Period: Open until Filled

Series/Grade: FSN-0105/07

Salary: \$11, 981/annum

For More Info: Human Resources Office at DiliHRRecruiting@state.gov

Who May Apply: For USEFM – FP is 7 /Actual FP salary determined by Washington, D.C.

- All Interested Applicants / All Sources.

Security Clearance Required: Local Security Certification

Duration Appointment: Indefinite subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand [the Eight \(8\) Qualities of Overseas Employees](#) before you apply.

Summary: The U.S. Mission in Dili, Timor-Leste is seeking eligible and qualified applicants for the position of Resources Manager.

The work schedule for this position is: Full Time 40 hours per week

Start date: Candidate must be able to begin working within a reasonable period of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: This position serves as the Resources Manager for the Office of Defense Cooperation (ODC). The primary function is to plan, coordinate, and executed annual and multi-year budgeting of Operations & Maintenance funds (\$2 million annually). Foreign Military Financing program (\$1 million annually), and International Military Education Training program (\$400K annually). The incumbent will plan, coordinate, and execute Departments of State financial actions through associated financial

management software and regulations. Position will oversee procurement, contracting goods and services, and coordinate with U.S. Embassy GSO in support of ODC program areas. Oversees all office supply purchases and expendables. Performs other duties as required by the Chief, Office of Defense Cooperation Timor-Leste.

Qualifications and Evaluations

EDUCATION: Minimum two years of full-time post-secondary study (or the equivalent hours spread across a part-time study period) at college or university is required. Must possess a Diploma in accounting, business administration, finance, management, or statistic.

Requirements:

EXPERIENCE: At least three (3) years of responsible experience in general program management, finance/accounting, budget administration, or budget formulation and execution is required.

JOB KNOWLEDGE: Have a knowledge understanding of Department of Defense, USINDOPACOM, and U.S. Embassy regulations, policies, and directives regarding financial management, accounting, property management, travel management is required. A working understanding of U.S. DoD organization, structure, and financial management system is required.

Evaluations:

LANGUAGE: Level IV (Fluent) in reading/writing/speaking English and Tetum is required.

SKILLS AND ABILITIES: A very high level of analytical skill and sound judgment required. Superior organizational, communication, & administrative skill required. Must be capable of independently managing ODC financial plan and execution. High level of competency in computer apps (work, database, web-based) and mastery of financial management/spreadsheet software is required.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission 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.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.?) and for additional employment considerations, please visit the following link: <https://careers.state.gov/downloads/files/definitions-for-va>

How to Apply: All candidates must be able to obtain and hold a local security clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available Intranet Site.

To apply for this position, applicants should electronically submit the documents listed below

Required Documents: Please provide the required documentation listed below with your application:

- DS-174
- Certificate
- Language Scores (if available)

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Dili, Timor-Leste