# VACANCY AT THE AMERICAN EMBASSY

The United States Embassy in Sierra Leone is seeking qualified individuals for the position listed below:

POSITION TITLE CLOSING DATE FOR

RECEIPT OF APPLICATIONS

Budget Analyst February 19,2021

**Basic Function of the Position** –

Under the general supervision of the Financial Specialist, conducts financial planning, budget formulation, analyses, evaluation, projected forecasting, execution, monitoring, control, auditing and reporting of post's budget. The position formulates funding requests, analyses and reviews authorized or projected budgets to the tune of $10 million annually for ICASS, PROG, PAS, REP, DS, MSG, CONS MRV, CONS DV, AF MRV, DoD, OBO and CDC. Prepares regular analysis of comparison of budgeted expense with year to actual year to date and amounts projected to the end of the year, and submits various budget reports and data calls

To apply for this position click**:** [Budget Analyst](https://erajobs.state.gov/dos-era/vacancy/viewVacancyDetail.hms?_ref=aehttdfrpt0&returnToSearch=true&jnum=21276&orgId=23) to login or create an account**.**

Information on these positions and application procedures are available on the Embassy’s website at <https://sl.usembassy.gov/embassy/jobs>.

The closing date for receipt of applications is listed above.

Electronic Recruitment Application (ERA). ERA is an electronic applicant management system powered by Monster.com.  It will allow Human Resources professionals at U.S. missions overseas to easily identify quality candidates from large pools of online applicants.  It is a compliant, flexible, proven applicant tracking solution that automates end-to-end hiring process. Most-of-all, ERA eliminates the need for paper-based activities and streamlines workflows, all while protecting sensitive information. With the introduction of ERA, the United States Embassy in Sierra Leone will NOT be accepting any paper applications.