

**Executive and Communications Assistant**

**PSC Application Form**

**Reference Number: PSC-24-001**

Name:

Email Address:

Telephone Number(s):

Please complete all sections the application form below. A complete application package for this position includes:

* This completed application form
* A curriculum vitae or resume
* A cover letter detailing your interest in the position.

The file name for all application materials should include your first name and surname and the reference number for the position (e.g. PSC-24-001\_\_Application Form\_Surname, First Name).

1. **Qualifications Table:** Please complete the two right columns in the following chart.

|  |  |  |  |
| --- | --- | --- | --- |
| **Minimum Required Qualifications:** | | | |
| **Qualification** | | **Indicate “Yes” for Meets or “No” for Does Not Meet Qualification** | **Describe Briefly How You Meet the Qualification. Indicate the Organization(s) and Position Title(s) Where the Experience was Gained** |
| Minimum of a University degree, equivalent to a bachelor’s degree, in any field. | |  |  |
| At least three (3) years of professional experience in an administrative or assistant position. | |  |  |
| Professional level fluency in written and spoken English. | |  |  |
| High level of computer fluency in Microsoft Office Suite of programs, including Word, Excel, and Outlook | |  |  |
| Must be able to operate general office equipment such as copiers, printers, computers, cell phones, and others. | |  |  |
| Strong written communication skills | |  |  |
| Must have valid work and/or residency permits allowing work in Liberia.  Liberian citizens should indicate Yes in the box to the right and write that they are Liberian citizens. | |  |  |
|  | **Desired Qualifications:** | | |
| **Qualification** | | **Indicate “Yes” for Meets or “No” for Does Not Meet Qualification** | **Describe Briefly How You Meet the Qualification. Indicate the Organization(s) and Position Title(s) Where the Experience was Gained** |
| Bachelor’s degree or higher in communications, administration, social sciences, or related field. | |  |  |
| Experience in developing social media campaigns or posts for an organization. | |  |  |
| Experience drafting and writing the content for official communications (letters, reports, publications) for an organization. | |  |  |
| Experience designing publications/reports for an organization. | |  |  |
| Knowledge of Canva, Publisher, Adobe Illustrator, or other design software | |  |  |

1. By signing the application below and submitting it to Peace Corps in connection with this solicitation, you certify that you understand the following:

* This position requires a background investigation to be completed and certification/clearance to be issued prior to the award of a contract, and that I know of no impediments to my ability to receive and maintain such a clearance.

1. In the last ten years, have you:

* Been fired from a job? **Yes**  **No**
* Quit after being told you would be fired? **Yes**  **No**
* Left a job by mutual agreement following allegations of misconduct? **Yes**  **No**
* Left by mutual agreement following allegation of unsatisfactory performance? **Yes**  **No**
* Left a job for other reasons under unfavorable circumstances? **Yes**  **No**

(**If you clicked “Yes” to any of the above, please explain below)**

1. Have you ever been employed by an intelligence organization or otherwise engaged in or been connected with intelligence related activities?

Yes (if yes, please explain below)

No

1. Are you currently or have you ever worked for the Peace Corps as an employee (e.g. US Direct Hire (USDH), Expert, or Foreign Service National)) or personal services contractor?

Yes

No

If yes, please list the location of that work (e.g. post or office), position title(s), and position date(s). please add additional lines as necessary.

Position Location (country):

Position Type (USDH, PSC, FSN):

Position Title:

Start Date:

End Date:

1. Are you currently or have you ever served as a Peace Corps Trainee or Volunteer (including Response or Virtual)?

Yes

No

If yes, please list the location of that work (e.g. post or office), position title(s), and position date(s). please add additional lines as necessary.

Position Location (country):

Position Type (PCV/T, PCRV, VSPP):

Position Title:

Start Date:

End Date:

1. References

List names, relationship, email addresses, and telephone numbers for three professional references. At least one reference should be an immediate supervisor during the last five years. Please do not include personal references (i.e. family members, friends), who are not able to evaluate your professional performance.

1. Name

Title/Organization

Relationship to applicant

Email

Phone

1. Name

Title/Organization

Relationship to applicant

Email

Phone

1. Name

Title/Organization

Relationship to applicant

Email

Phone

**AUTHORIZATION FOR THE RELEASE OF INFORMATION**

By signing the application below and submitting it to Peace Corps in connection with this vacancy, you consent to the following:

I consent to the release of information about me, and release from any liability for their statements, all persons, corporations, and other entities who submit information to the Peace Corps to facilitate assessment of my qualifications. This consent includes the release of information that will help Peace Corps evaluate my professional competence, character, ethics, and other qualifications, and to resolve any doubts about my qualifications. I agree that I, as an application for affiliation with the Peace Corps, have the burden of producing and for resolving any doubts about such qualifications. If asked by Peace Corps, and I accept an invitation to participate in an interview of other evaluation measure, I consent that this interview and/or other evaluation measure will be utilized to evaluate my professional and other qualifications. I understand that this information will be kept in confidence by the Peace Corps.

CERTIFICATION

By inserting my name below, I certify that, to the best of my knowledge and belief, all statements made on this form, as well as on all other documents submitted in connection with this application, are true, correct, complete, and made in good faith.

Name: Date: