



The United States Peace Corps program in the Philippines seeks qualified candidates for the regular/long-term position of:

ADMINISTRATIVE ASSISTANT (AA)

TYPE OF CONTRACT: Personal Services Contract (PSC)

The contract is for one year and renewable, subject to performance and funding availability.

Personal Services Contract Information

Statement of Work

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PC Philippines Application Form

Personal Services Contract (PSC) Information

A. Eligible Applicants

Open to all interested individuals who are Filipino citizens residing in the country.

B. Location of the position:

The Peace Corps Philippines office is located at the 6th Floor, PNB Financial Center, Macapagal Ave., Pasay City, Metro Manila.

C. Dates/length of contract:

- The anticipated contract will be for a base period, with up to four option periods, exercisable at the unilateral option of the Peace Corps based on satisfactory performance, continued need for the position, and availability of funds.
- This is a full-time position, requiring a minimum working schedule of 40 hours per week. The typical work schedule is from 8:00 am to 5 pm, Monday through Friday.
- **Contract Contingency** - The contract is contingent on the satisfactory results of character reference checks; pre-employment medical examination including submission of required vaccinations or other medical information etc.; and full background investigation for a security clearance by the U.S. Embassy.

NOTE: Failure to promptly submit the complete requirements for reference checks, medical exam and background checks will be grounds for the Peace Corps to rescind any conditional pre-contract offer letter and begin negotiations with the next most qualified/highest ranked applicant.

D. Compensation and Benefits

Compensation is negotiable within the range of PhP526,935.00 to maximum amount of PhP816,749.00, based on salary history and experience.

Benefits include:

- Miscellaneous Benefit Allowance
- Mid-Year bonus
- Year-End bonus
- Paid leaves (annual and sick leave) – leave earning starts after six months of contract.
- Contributions payment to Philippine Social Security System, PhilHealth and Home Development Mutual Fund (Pag-IBIG)
- Supplementary Health Insurance Plan to include eligible dependents
- Group Life Insurance Plan
- Supplemental Retirement Plan – eligibility starts after 5 years of continuous employment with the United States Government



STATEMENT OF WORK

Basic Function of Position

Responsible for Peace Corps Volunteers (PCVs) visa and passport processing including lost passport replacement. Provide assistance to US Direct Hires (USDHs) in visa and passport processing in country. Handles the full range of travel arrangement for Peace Corps Volunteers, Staff and USDHs, as well as counterparts invited to PC events. The AA is also responsible for recordkeeping/filing of financial documents (vouchers and purchase orders). The AA is under the direct supervision of the Deputy Director of Management and Operations (DDMO).

MAJOR DUTIES AND RESPONSIBILITIES

1. Passport and Visa

- a. Coordinates the visa processing of incoming trainees from the time their documents are received at PCP up to the time the visas are released to the Philippine Embassy in Washington, DC. Making sure that the Country Desk Officer (CDO) and all concerned PCP staff are aware of the streamlined visa processing procedure, and that documents needed are on record and itemized, and submission timelines are followed. That this task will be in close coordination with Volunteer Administrative Support Assistant (VASA) in the first two years upon hire, for orientation and training to reach full performance within two years.
 - o Coordinates with the Bureau of Immigration (BI) the fingerprinting, completing Alien Certificate of Registration (ACR) forms, Emigration Clearance Certificate (ECC) or iCard form and others task related to visas and passport.
- b. Serves as liaison for Philippine National Volunteer Service Coordinating Agency (PNVSCA), Department of Foreign Affairs (DFA), Bureau of Immigration (BI), and Department of Justice (DOJ).
- c. Establishes and maintains inventory of all Peace Corps Volunteer passports, includes monitoring of expiration dates of passports and visas, ensuring visas and passports are valid and renewed promptly during PCVs tour of service. Also responsible for safekeeping PCV record documents both electronic and hard copies compliant with PC Records Management policies and procedures.
- d. Arrange renewal of passports or extension of visas. In this regard, maintains supply of required forms and upon accomplishment by passport holder, submit passport and necessary forms to DFA and BI.
 - o Includes preparation of correspondence to DFA, BI, DOJ and PNVSCA.
 - o Establishes and maintains liaison with Philippine governmental agencies regarding visas and passports.
 - o Initiates action to renew PCVs visas on an annual basis and monitors process to completion.
 - o Prepares timeline and communicates with PCVs regarding renewal/extension of visas.
- e. Exercises discretion and high degree of professional responsibility in handling confidential/sensitive information and documentation.
- f. Coordinates visa requirement & visa application for official travel of staff outside the country. Research/prepares information and assist visitors from other country on how to get visa to enter Philippines.
- g. Assist volunteers in getting a new passport if they lose it by providing guidance and necessary information for the process of the new/replacement passport.
- h. Document best value international flights availed in the preparation of cost-saving report

2. Travel Arrangement

- a. Volunteers and Trainees international travel.
 - o Preparation of Travel Authorization



- Getting quotes, checking online for possible itinerary and costing and processing the allowances and managing the issuance of tickets
- Obligation/recording in PC Financial System including payment processing of tickets and allowances and review of open obligation
- b. PC staff local and international travel
 - Local Travel – prepare quarterly travel based on the quarterly travel worksheet of staff. The worksheets need to be requested from staff before the start of the quarter. Periodic review of quarterly open obligation against the travel plans.
 - International travel – reviewing the invitation letters or logistics and use the information in preparing the TAs and do the communications with parties involve (traveler, travel agency, requestor, HQ)
 - Getting quotes, checking online for possible itinerary and costing, recording (obligation) in financial system and processing the allowances and managing the issuance of tickets. In international travels, review travel times, connections, baggage limits, medical and visa requirements and emergency information.
 - Processes, reviews, monitors travel advances, and ensures that liquidation are submitted within 5 business days from conclusion of travel.
 - Recording in financial system and periodic review of open obligations.
- c. Ensures completeness of documents before entering data in PC financial system, including conversion of exchange rates.
- d. Processes (domestic and international) travel logistics, like plane ticket bookings/purchases for staff members, volunteers, partners/counterparts and all outside parties involved in PC events and training. Ensure TAs are signed, compliant with regulations, and the budget is sufficient to cover the costs before making travel-related purchases. Responsible for distributing copies of tickets to travelers and keeping files of the tickets purchased in an orderly manner.
- e. Proactively assists as the need arises with all “allied” travel arrangements e.g. research data on best value for hotel, car rental services, land and sea travel options; may help with hotel reservations & assists with itinerary changes as necessary and communicate with all concerned as needed. Able to provide basic travel information to visitors from other Posts/HQ or volunteers if needed i.e. maps, brochures, directories, practice in using public transportation (taxis, buses, air, rails), routes options etc.
- f. Ensures that travel needs are met within the constraints of PC budget.
- g. Answers to questions about travel policies and processes and provide updates to staff for any changes in policies or procedures. Confers and communicates with travelers by call, in writing or in person to answer questions.
- h. Over-all in charge of Cebu Pacific online ticket booking/purchases.
 - Domestic flights should be via Cebu Pacific and if not available, check with the accredited travel agency or online.
 - International tickets not using US Flag Carrier should be checked first if available using Cebu Pacific and compare costs with other airlines via the travel agency for cost comparison.
 - Maintain the log of purchases and do the periodic open obligation review.
 - In charge of managing the bi-weekly payments of Cebu Pacific using travel card.
- i. Process tax exemption certificate of PCVs & staff for International Travel.

3. Financial and Administrative support

- a. Checks and reconciles travel agency and airline invoice and attached supporting documents (TA and copy of ticket) and process for EFT payment.
- b. Prepare a summary worksheet of purchases from Cebu Pacific for centrally billed travel card payment.
- c. Monitors and follow up refunds for unused tickets
- d. Maintains timely and orderly filing of Purchase Order and Vouchers for easy retrieval and reference purposes
- e. Scans vouchers/documents and maintains an orderly file.
- f. Centrally Billed travel card and purchase card holder – ensures availability of obligating documents and funds before using the cards.
- g. Records Management – maintain the filing of documents in the roving cabinet, mindful of retention and disposal policies; scheduling shredding and disposal of documents as determined.



- h. Serves as back-up of AA-Finance.
- i. Perform other duties or activities as required.

4. Support the Financial and Administrative operations of Sub-office Palau.

5. Other Duties:

a) **SAFETY & SECURITY per SSI 110**

- 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 timely reporting of suspicious incidents, persons or articles.

b) **OMH - Occasional Money Handler** may be required to courier cash and /or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The PSC may also be required to courier cash to PC trainees or volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.

○ **Purchase and Travel Card Holder:**

Purchase card holder: May be an authorized holder of a purchase card after successful completion of the requisite purchase card training and receipt of a Delegation of Purchase Card Authority letter issued by the Senior Procurement Executive. Must adhere to the limitations contained in the Delegation of Purchase Card Authority and follow all instructions provided by OCFO/Acquisition and Contract Management (OCFO/ACM), including policies and procedures contained in [MS 731](#) and the [Overseas Financial Management Handbook \(OFMH\)](#), in execution of purchase cardholder duties and responsibilities. (See [OFMH 67](#) and [68](#))

- **Travel card holder:** May be an authorized holder of a travel card after successful completion of the requisite travel card training and receipt of a Travel Card Appointment issued by Agency Travel Card Program Coordinator. Must adhere to the limitations contained in the Appointment document and follow all instructions provided by Management/Administrative Services/Transportation (M/AS/T), including policies and procedures contained in MS 801, in execution of travel cardholder duties and responsibilities.

c) **CPP – Child Protection Policy Statement**

PC Staff should have an in-depth understanding of (i) PC's Child Protection Policy and that of PC-P's Child Protection Policy; (ii) Child Protection Code of Conduct and Behavioral Expectations; (iii) Requirements for Collecting Resources Involving Children; (iv) Consent Form for Use of Photos of Children.

d) **COVID-19 and Other Flexibilities:** If there is a time at post, due to the COVID-19 pandemic or for any other reason, when there are limited or no Peace Corps Trainees and/or Volunteers (jointly referred to as "Volunteers") at Peace Corps/[Country], the PSC may be temporarily assigned during that period, as determined by the Peace Corps Country Director, to carry out additional duties and responsibilities in furtherance of the goals of the Peace Corps in order to enhance the ability of Peace Corps Volunteers to perform functions under the Peace Corps Act, including facilitating a safe environment in order for the successful return or increase of Volunteers.

This temporary assignment may require the PSC to provide services and/or support beyond what is listed in their current Statement of Work (SOW). The services and/or support may take many forms, examples of which may include but are not limited to, training, providing administrative, technical, medical, and/or operational assistance, building on host country programs, etc. This temporary assignment also may require the PSC to provide these services and/or support to individuals/organizations other than those listed in their current SOW such as host country government, partner organization(s), community member(s), staff, and/or contractors.



e) **Logistics, Duty Station, and Level of Effort**

The Peace Corps Philippines office is located at the 6th Floor, PNB Financial Center, Macapagal Ave., Pasay City, Metro Manila. Typical work schedule is from 8:00 am to 5 pm, with 9am to 3pm as the core hours, Monday through Friday. Staff may be required to be on-call, to travel, or work extra hours on weekends or during certain times of the year as required to support PC Volunteers and Post operations.

QUALIFICATIONS

Please be sure to provide a detailed narrative description within your Cover Letter of how you meet each of the minimum and preferred qualifications required for the position listed below.

Minimum Requirements

- a. **Education:** Bachelor's Degree required.
- b. **Work Experience:** Minimum one year responsible, professional level experience in travel arrangement including visa processing and administrative work.
- c. **Computer Skills:** Experience using Microsoft 365 products including Excel, Word, and Outlook
- d. **Language Proficiency and Communication Skills:** Professional Level English communication skills -- speaking, reading, and writing.

Preferred Requirements:

- a. **Education:** Bachelor's degree in business studies/administration/management.
- b. **Prior Work Experience:** More than two years progressively responsible, professional-level experience in 1) Travel arrangement/management; 2) visa and passport processing; 3) administrative work, accounting/finance tasks such as processing of payments, etc. **Note: Additional experience may NOT be substituted for education.**
- c. **Job Knowledge:**
 - Travel: Good to Superior knowledge in the area of ticketing and travel booking online or through travel agencies.
 - Processing of lost passport and visas (new application and renewal).
 - Information management and communication (research, data gathering, communication & timely reporting of issues that impact travel arrangement, processing & documentation).
 - Thorough knowledge of the full range of travel management - preparing itineraries, booking tickets/hotels, communicating with all concerned parties, reviewing cost based on best value to PC and monitoring updates that impact travel bookings.
 - Good working knowledge of administrative tasks - customer service responsibilities, accounting and processing of payments, reporting, record-keeping/filing, a plus.
- d. **Skills and Abilities:** 1) Ability to analyze various airline quotations/itineraries and determine the most favorable in terms of travel time and cost. 2) Ability to do online research for ticket/itinerary options for international travels & to remain updated on issues that impact travel arrangement. 3) Ability to review & analyze transactions, forms & support documents to detect errors, and deviation from acceptable practices and policies. 4) Ability to communicate/negotiate & maintain good working relationships with government agencies (DOJ, BI, DFA and PNVSCA), travel agencies and airline companies. 5) Ability to manage information efficiently and communicate these properly & promptly to target audience. 6) Able to prioritize and multi-tasks. 7) Able to work individually and as a member of a team; consults and collaborates.



- e. **Computer and data processing:** Working proficiency in Microsoft Word (at a minimum should know how to create 1) documents, formatting options and generate forms/templates), 2) Excel (can use formulas in worksheets and simple calculations, structure and present data, understanding of excel features like tables, cell styles and formatting options) and 3) Outlook. 4) Knowledge in formatting PDF as templates or forms, an advantage.
- f. Driver License – preferred to have a driver’s license to drive Peace Corps vehicles when needed (self drive).

PROCEDURES FOR APPLICATION

To Apply: Please follow all instructions and submit the following completed documents in Word or PDF format to be considered by the deadline of **January 11, 2025**. Email applications to: ph-vacancy@peacecorps.gov with subject title: **AA Application**

- 1) **Completed application form** (see Attachment A)
- 2) **Cover letter/Letter of Interest:** Provide an overview of your qualifications and a detailed narrative description of how you meet each of the minimum and preferred qualifications required for the position.
- 3) **Current comprehensive resume or curriculum vitae (CV):** Document must contain sufficient relevant information to evaluate qualifications in accordance with the stated evaluation criteria.
 - a. Please indicate the year of graduation for every degree completed, as well as the period of employment for each job in complete date format (e.g., July 01, 2016, to December 31, 2019).
 - b. Please indicate whether or not applicant has served Peace Corps as a Trainee or Volunteer (including Response or Virtual), or as a staff member (USDH, PSC, or FSN), and if so, to identify the position location, position type, title, and starting and ending dates.
 - c. Include a minimum of three (3) references with name, job title & contact information (email address and mobile number). The references may be current or previous supervisors or work colleagues who can respond to reference checks on the applicant’s professional expertise and work ethic. The Contracting Officer or the Technical Evaluation Committee/HR may also reach out to other references not provided by the applicant.

Other instructions:

- Please email the address above with any questions.
- Incomplete applications or applications that do not meet the criteria above will not be considered.
- If no qualified candidate is selected for the position, the vacancy will remain open until the position is filled.
- By submitting your application papers and documents, you certify that all the information provided are true, correct, complete and made in good faith. You agree to allow all information submitted to be verified.
- **We will only contact applicants who are being considered. No need to follow-up. Thank you for understanding.**

PERSONAL SERVICES CONTRACTOR (STAFF) ENGAGEMENT PRACTICES

- Peace Corps reserves the right to not evaluate or withhold an offer of a personal services contract to an individual that has a history of poor past performance or conduct as a Peace Corps Trainee, Volunteer, or staff member (USDH, PSC, or FSN).
- Peace Corps reserves the right to withhold an offer of a personal services contract to an individual that is a relative or household member of a current Peace Corps staff member.
- Individuals who have current or prior connections with intelligence activities or agencies through employment, related work, or even family relations may be ineligible for a personal services contract.
- That the individual will be required to follow any workplace health and/or safety rules indicated for their position – including complying with any medical and/or training requirements specified



for their position in accordance with public health and/or occupational health or safety policies.

- Peace Corps will not discriminate against an applicant because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older, except when the applicant is beyond the mandatory retirement age in the country of assignment), disability, or genetic information.
- That the individual may be asked to complete one or more temporary duty assignments at other Peace Corps posts, transfer to another Peace Corps post, or to complete a detail with another USG Agency, a Peace Corps Headquarters office, or with a post other than the post of assignment. As part of an approved detail, the individual may be requested to perform work that may be specifically in line with or may add to the duties stated in the contract.