



Vacancy Announcement

(VACANCY PSC-02-2022)

The United States Peace Corps Togo is seeking an individual for the position of
Administrative Assistant

OPEN TO: All interested eligible and qualified candidates
POSITION: Administrative Assistant
OPENING DATE: July 13, 2022
CLOSING DATE: July 28, 2022
STATUS: Full Time (40 hours per week)
SALARY: Compensation is negotiable within a pre-determined range, based on salary history and experience.

LOCATION OF THE POSITION: This is a Personal Services Contract (PSC) position to be based at the Peace Corps Togo office in Lomé.

BACKGROUND

Summary

Under the supervision of the Director of Management and Operations, the Administrative Assistant is responsible for providing support to ensure efficient, accurate and reliable operation of the office. Tasks include pro-actively supporting all office procedures and other tasks in the office of the Director of Management and Operations.

This is a multi-functional position requiring a high degree of energy and flexibility. The Administrative Assistant will need to possess a good sense of prioritization, planning and attention to detail.

Country Program Information

In 1961, United States President John F. Kennedy established the Peace Corps, an independent US Government Agency, to promote world peace and friendship through the service of American Volunteers abroad. The Peace Corps has 3 goals:

- To help the people of interested countries in meeting their need for trained men and women;
- To help promote a better understanding of Americans on the part of the peoples served;
- To help promote a better understanding of other peoples on the part of Americans.

In Togo, the first Peace Corps Volunteers arrived at the invitation of the Togolese government in 1962. With the exception of the 2020 – 2022 COVID-19 pandemic period, the program has been continually active since then, and to date has hosted over 3000 Volunteers. Prior to evacuation for COVID-19, the program brought in approx. 50 trainees each year, giving a total in-country presence that on occasion exceeded 100.

With the return to service, Volunteer are eventually expanding to serve across four of the five districts of Togo in three different sectors:

- Promoting Agricultural Education for Sustainability (PAGES), where Volunteers assist smallholder farm households to achieve food and nutrition security, sustainable livelihoods, and increased resilience;
- Targeting English Education for Change (TEECH), where Volunteers work with girls and boys in public schools to strengthen their communication skills in English and have more equitable access to academic and/or professional opportunities.
- Community Health Education and System Strengthening (CHESS), where Volunteers assist rural communities to obtain improved health outcomes through education and strengthened Ministry of Health systems.

MAJOR DUTIES AND RESPONSIBILITIES

The duties of the Administrative Assistant include but are not limited to:

Reports and Correspondence

30%

- Completes drafts and final copies of all PC administrative correspondence, including letters, memos, reports, and work orders in French and English. Maintains electronic and/or hard copy of administrative correspondence and documents.
- Manages the weekly Express Mail Service to Peace Corps Volunteers.
- Receives, registers and distributes incoming correspondence.
- Performs general clerical duties to include, but not limited to, copying, scanning, mailing and filing, and retrieving organizational documents, records and reports.

Assistance to Human Resources Management

25%

- Assists the Human Resources Specialist (HRS) in recruitment, including downloading applications, compiling information from each applicants' resume, calling candidates for tests and interviews.
- Conducts selected candidates' reference check.
- Manages selected candidates' security background investigation, including collecting required documents (Police record, Copy of ID cards, Map to the applicant's house, passport picture), assisting candidates to fill required forms and sending request memo for security clearance or name check to the RSO office at the embassy.
- Provides assistance as required during new staff orientation week.
- Maintains the health insurance registration and reimbursement records and ensures all health expense claims are paid out.
- Assists the HRS in filing.
- Assists in staff related event organization.

Reception and Scheduling

20%

- Maintains activity calendars for the Administration Unit, receives visitors, places and screens telephone calls and answers queries with discretion.
- Organizes and coordinates meetings, prepares agendas, attends meetings as requested in order to record minutes, compiles, transcribes and distributes minutes of meetings.
- Manages blanket purchase agreement (BPA) log for hotels and arranges hotel reservations for colleagues.

Records Management:

20%

- Maintains a filing system of all electronic records on the Peace Corps Togo shared drive.
- Acts as Post Records Liaison, ensuring that the office is in full compliance with Peace Corps policies as they apply to records management program.

- Maintains the official timekeeping records for all staff and acts as administrator for the timekeeping system

Other:

5%

- Acts as Post approved Acceptance Point Clerk.
- Acts as the back-up to the Executive Assistant and other colleagues as needed.
- Performs other duties as assigned by the Director of Management and Operations.

QUALIFICATIONS

Education:

Completion of secondary school is required. Post-secondary education in Administration, Secretariat, Business Management or a related field is desirable.

Abilities and Skills:

- Must be computer literate. One year of college or technical study in computer training is highly desired.
- Time Management and effective verbal and written communication skills are required. Good writing, analytical and problem-solving skills.
- Ability to follow oral and written instructions.
- Knowledge of principles and practices of organization, planning, records management and general administration.
- Ability to operate standard office equipment including, but not limited to, computers, printers and telephone systems.
- Able to produce quality deliverables in a timely manner, coordinate multiple projects simultaneously, work well under pressure, and meet deadlines.
- Proficient using MS Office software (Word, Excel, and PowerPoint) is required.
- Technical knowledge of PC/Togo Volunteer program areas strongly preferred.

Prior work experience:

- Two or more years of experience working in Administration, Secretariat, Business Management or a related field is required. Three to five years with an international/multicultural organization is desirable.

Language Proficiency:

- Professional working proficiency (Level 3) in spoken and written English, and full fluency in French, are required.

POSITION ELEMENTS

Supervision received

Position is supervised by the Director of Management and Operations. The incumbent must be able to function well both as a team member and independently.

Safety and Security:

- Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and Country Director (CD). Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

Physical condition:

- The duties and responsibilities of the Administrative Assistant are primarily executed from the office in Lomé. Travel to the field may be required approx. 5% of the time

Occasional Money Holder

- The personal services contractor (PSC) may be requested to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to Pre-Service Training/In-Service Training sites, or other locations as directed by the Contracting Officer. The PSC may also be requested to courier cash to Peace Corps 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.

Temporary Assignment due to Covid-19 (All staff)

- “Given that as a result of the COVID-19 pandemic there will be a lengthy period where there are likely to be 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 the COVID-19 pandemic, as determined by the Peace Corps 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 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.”

Notes:

- Any applicants who are not Togo citizens must already have the required work and/or residency permits to be eligible for consideration.
- Incomplete applications will not be considered.
- Award of this contract is contingent on availability of funds, reference checks, completion of security and medical certifications.
- Peace Corps reserves the right to not evaluate or to withhold an offer of a personal services contract to an individual that has a history of poor 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.

- The selected individual will be required to comply with any medical and/or training requirements specified for their position in accordance with public health and/or occupational health or safety policies.
- Due to the high volume of applications received, we will only contact applicants who will be invited to an interview. Thank you for your understanding.

HOW TO APPLY

All the applications including a cover letter and curriculum vitae in English with three references, copies of most recent diplomas, work certificates (to support your previous employments) and a valid police record (*Casier Judiciaire datant de moins de trois mois*) must be sent to the following address by **July 28, 2022**: TG-JOBS@peacecorps.gov