



The United States Peace Corps/Madagascar is recruiting for:

ONE (1) PROCUREMENT AND LOGISTICS COORDINATOR (PLC)

The Procurement & Logistics Coordinator (PLC) is a key member of the Training Center's Operations Team. This position takes the lead role in developing shopping lists and making purchases for the Peace Corps training programs, including groceries, cleaning supplies and training supplies. S/he is responsible for identifying the best vendors, according to best price and value. As the primary sub cashier at the training center, the PLC also distributes per diems, reimbursements and allowances to trainees, volunteers, host families and counterparts, as well as cash payments to temporary staff. S/he also supervises kitchen and cleaning staff and operations. The PLC works under the direct supervision of the Training Center Operations Manager (TCOM). The position is based in Tana but works about 50 percent of the year in Mantasoa when training is taking place. During training periods, the PLC is lodged at the training site in Mantasoa. Due to the intensive nature of training programs, the PLC may be required to work holidays or weekends. The PLC is responsible for providing leadership to training center support staff in a manner that stimulates teamwork before, throughout, and after training periods.

Preference will be given to applicants who are citizens or permanent residents of Madagascar.

The selected applicant will be offered a personal services contract (PSC) for a base period (including a probationary period), with up to four one-year 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.

Qualifications:

Required:

- Bachelor's degree (*license*), preferably in business administration or related field & at least two years of experience in procurement and/or logistics management OR BACC +2 & at least five years of experience in procurement and/or logistics management
- At least one year of prior work experience as a cashier or handling cash
- At least one year of prior work experience supervising staff
- At least six (6) months of experience driving 4X4 vehicles with manual transmission
- Valid Malagasy driver's license B and D
- Proficient in Microsoft Office applications (Outlook, Word, Excel)
- Strong spoken and written French and Malagasy. Good spoken and written English with the foundation to improve on the job.
- Strong organizational and time management skills and attention to detail.
- Well-developed interpersonal and teamwork skills.
- Willingness/ability to travel and work outside of Tana approximately 50% of the year.

Desired:

- Demonstrated experience developing and managing budgets and spreadsheets.
- Ability to negotiate with others and willingness to take initiative.
- Previous experience working with American organizations or other international/multicultural organizations.

Interested applicants should go to <https://www.peacecorps.gov/madagascar/contracts> for additional information.

Applications must be received by February 9, 2024 by 4:00 PM, local time.

Applicants must submit their application packets (in PDF format) by email to MG-Jobs@peacecorps.gov

All attachments must be in **PDF format** and **must not exceed 4 MB** for one email.

Please include "**Ref: PLC**" in the subject line of the e-mail.

To be considered, all applications must include the following:

- A letter of interest (in English) along with a CV (in English, and with contact information of 3 professional references) addressing the **required** qualifications;
- A photocopy of the ID card; and
- Copies of all degrees and certificates **related** to the qualifications needed for this position.

Applicants with high potential will be asked to come for an interview at the Peace Corps office. Interviews will be conducted in English. Incomplete applications will **not** be eligible for consideration.

Informational notes to the applicants:

- The contract is contingent on availability of funds, reference checks, and background check.
- 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 past performance or conduct as a Peace Corps Trainee, Volunteer, or staff member.
- 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.
- Selected applicant 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.
- The selected applicant 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 United States Government 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.