



VACANCY ANNOUNCEMENT

The United States Peace Corps Togo is seeking a Deputy Director of Management and Operations

OPEN TO: Eligible and qualified candidates

POSITION: Deputy Director of Management and Operations

OPENING DATE: May 13, 2024

CLOSING DATE: June 3, 2024

STATUS: Full Time (40 hours per week)

SALARY: Compensation starting at 17,809,217F CFA per year, negotiable based on salary history and experience. Benefits include meals allowance, transportation allowance, family medical insurance, and annual bonus.

LOCATION: Lomé, Togo

1. BACKGROUND

Summary

Under the supervision of the Director of Management and Operations (DMO), the Deputy Director of Management and Operations (DDMO) serves as an expert advisor to the DMO and CD on all financial and administrative systems, to ensure efficient, accurate and reliable operation of the office. Tasks include taking an active lead in supporting all administrative tasks in the office.

This is a multi-functional position requiring a high degree of energy and flexibility. The DDMO 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. Except for 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, Volunteers 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.

Reference Materials

Overseas Financial Management Handbook, Overseas Contracting Handbook, Foreign Affairs Manual and Handbook, Peace Corps Manual

2. MAJOR DUTIES AND RESPONSIBILITIES

The duties of the DDMO include but are not limited to:

Administrative Management:

- Ensures that all relevant Peace Corps administrative policies, rules and regulations are implemented efficiently and effectively. Ensures that all actions are properly documented and filed for future reference.
- Directly supervises the Finance Assistant and assists the DMO to supervise the Human Resources (HR) Assistant, Volunteer Liaison, Administrative Assistant, General Services Manager, and other management and operations staff.
- Constantly reviews and evaluates current Post activities and looks for continued improvements.
- When so delegated by the DMO, reviews Daily Vehicle Logs on a weekly basis and informs DMO and CD of any issues which may require additional follow-up.
- Serves as designated Cashier Verification Officer (CVO), after designation by Global Financial Systems. Duties as CVO include conducting unannounced monthly cash verifications with the cashier at least on a quarterly basis, notifying the American supervisor of any fiscal irregularities or out-of-balances, and observing other cash counts or handovers as needed.

Budgetary and Financial Program Management:

- As the technical lead on all budget and financial management issues, and through application of an adequate system of internal controls, works in close collaboration with Programming & Training, Medical, Information Technology, Safety & Security & Administrative units to manage the Integrated Planning and Budget System (IPBS) and subsequent drafting of the annual Operating Plan (Budget).
- Oversees the preparation of all obligating documents, including purchase orders, contracts, leases, and travel authorizations. Ensures compliance with procurement procedures and policies.
- Monitors implementation of approved plans, including through Quarterly, Mid-Year, and End of Year Budget Reviews, and prepares regular budget analyses for all Programmatic Units tracking expenditures against budget targets. Identifies and recommends to the DMO which funds should be reprogrammed to ensure all planned activities are properly implemented.
- In coordination with the Volunteer Liaison Officer, manages allowances for approximately 100 Peace Corps Volunteers.
- In coordination with the Human Resources Assistant, prepares PSC payroll.
- Verifies all requests for payments and bills for collection to ensure that they are proper, authorized, obligated, and are in line with PC regulations before payment is made.

Contracting Officer:

- Serves as Warranted Contracting Officer for all procurement activities.
- Prepares and/or reviews contracts for short- and long-term Personal Services Contractors (PSCs), leases, and vendors for the acquisition of goods and services, to ensure all applicable Peace Corps contracting rules are followed and all requirements are met.
- Acts as primary approver for post's purchase cardholders.

Supervision

- Directly supervises the following position(s): Finance Assistant
- Recruitment, Selection, and Onboarding - In coordination with HR and the overseas contracting officers, actively participates in the recruitment, selection, and evaluation of hiring for open vacancies for direct reports; prepares onboarding and orientation plan for new direct reports; completes end-of-probationary-period review.
- Regular Performance Management - Provides ongoing, regular constructive feedback and coaching; conducts private mid-year and annual performance reviews with all direct reports; works with direct reports to develop annual individual development plans (IDPs) and monitors progress throughout the year; ensures that direct reports complete mandatory trainings by the appropriate deadline.
- Unit Coordination - Coordinates the annual leave plan for all direct reports and in conjunction with other staff; sets supervisee and unit goals for performance and deadlines; organizes workflow and ensures supervisees understand their duties or delegated tasks.
- Administrative - Reviews and approves timesheets for accuracy and completeness; reviews and approves leave requests in a timely manner. Ensures adherence to legal and organization policies and procedures.
- Corrective Action - Identifies and resolves workplace or performance problems. In coordination with the overseas contracting officer, uses correction action tools (verbal, written, cure notices) as needed to ensure performance issues are addressed and resolved. Works with other supervisors and senior management to resolve conflicts between departments.

Other:

- Serves as one of post's travel card holders.
- Serves as back-up support for and/or carries out the duties and responsibilities of the DMO and other colleagues when deemed necessary by the Country Director and/or Supervisor for the successful implementation of Peace Corps program(s) and/or operations in Togo.
- Performs other duties or assignments, when deemed necessary by the Country Director and/or Supervisor, for the successful implementation of Peace Corps program(s) and/or operations in Togo.

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/Togo, 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.

3. 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.

4. ROLES AND RESPONSIBILITIES

- Serves in the Management and Operations unit.
- Position is supervised by the Director of Management and Operations.
- Position supervises the Financial Assistant and may supervise the rest of the Management and Operations Unit in the absence of the DMO.
- Contracting Officer: May be designated as a Contracting Officer after successful completion of the requisite Overseas Contracting Officer Training and receipt of an individual Peace Corps Overseas Contracting Officer warrant issued by the Senior Procurement Executive. Responsibilities as an Overseas Contracting Officer include executing, modifying, and/or terminating contracts, lease agreements, and other procurement actions in accordance with individual warrant. Must follow all regulations, rules, procedures, and guidance as supplied by the OCFO/Acquisition and Contract Management (OCFO/ACM) and/or as specified in the Overseas Contracting Handbook in execution of Overseas Contracting Officer duties and responsibilities. The Overseas Contracting Officer can be held financially and/or criminally liable for neglecting to carry out Overseas Contracting Officer duties in accordance with applicable laws and regulations. (See [Overseas Contracting Handbook](#))
- 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 Manual Section 801, in execution of travel cardholder duties and responsibilities.
- Occasional Money Holder: May be designated as an occasional money handler/holder (OMH) if assigned by the Director of Management and Operations. As an OMH, 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 site(s), or other locations as directed by the Overseas Contracting Officer (OCO). May also be requested to courier cash to Peace Corps Trainees or Volunteers. The Contractor 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 Contractor 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 OCO. (See [OFMH 13](#)).
- Limited supervisory responsibilities: May be designated limited supervisory responsibilities if assigned by the Country Director and with the approval of the Regional Director. Personal Services Contractors (PSCs) may only supervise other PSCs. (See MS 732)

5. LOGISTICS

The duties and responsibilities of the Deputy Director of Management and Operations are primarily executed from the office in Lomé. Occasional travel to the field may be required.

6. LEVEL OF EFFORT

- The DDMO will work a 40-hour week schedule, with occasional nights/weekends/holiday hours required.
- May be requested to carry a duty phone on a rotational basis.

7. MINIMUM QUALIFICATIONS

Education:

- University degree in accounting, business administration, and/or financial management is required.

Abilities and Skills:

- Demonstrated ability to work independently and problem solve under pressure with limited supervision.
- Demonstrated ability to work as part of a team in high pressure multi-cultural environment. Ability to meet deadlines, meticulous work habits, attention to detail, excellent organization skills, and the highest level of integrity and honesty required.
- Proven ability to manage accounting records and analyze financial transactions, records, and reports. Ability to create and manipulate complex financial spreadsheets.
- Demonstrated ability to manage a team and coordinate staff to achieve goals. Strong team-building and communications skills – oral and written.
- Must be highly proficient in use of MS Office (Word, Outlook, PowerPoint) with particular emphasis on Excel.
- Good interpersonal skills. Ability to understand, interpret, and communicate complex transactions, policies, procedures, issues, and inquiries in English.
- Good writing, analytical and problem-solving skills.

Prior Work Experience:

- A minimum of six years of progressively responsible experience in financial management.
- A minimum of two years supervising other staff is required.

Language Proficiency:

- Level IV (fluent) in spoken and written English and French is required. Fluency in at least one local language is required.

8. OTHER

- The incumbent must be able to function well both as a team member as well as a leader.

9. HOW TO APPLY:

A complete application will include:

1. A cover letter in English
2. A current curriculum vitae or resume in English
3. Copy of relevant diploma(s) or degree(s)
4. Work certificates (to support your previous employment)
5. A valid police record (Casier Judiciaire datant de moins de trois mois), and
6. Completed application form (attached to this email)

Your application materials will be scored against the minimum and desired qualifications, so please include sufficient information. Do not submit any other documentation with your application. The application should be submitted to:

E-mail Address: TG-JOBS@peacecorps.gov

Subject Line: PSC-03-2024_Deputy Director of Management and Operations_ Surname,

First Name

Note: Paper applications will not be considered. 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.

Limitations:

Award of this contract is contingent on availability of funds, reference checks, and completion of a security certification.

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.