



# Application Instructions

## Deputy Director of Management and Operations

Minimum Base Annual Salary KES 5,239,775.00. This remuneration does not include:

- 13th month bonus
- 90% health insurance premium contribution
- other mandatory contributions

Starting Base Annual Salary may be increased up to a maximum range and commensurate with documented salary history (e.g. Employer's pay slip, statement of pay). Annual performance-based increases possible.

**Please note: This position is based in Kisumu. Housing is not provided and relocation costs are not paid.**

Interested and qualified applicants are required to access the complete Application Instructions and Statement of Work at <https://www.peacecorps.gov/kenya/about/contracts/>

Failure to follow Application Instructions will result in your application being rejected.

1. Applications accepted by email only at [KE-Recruitment@peacecorps.gov](mailto:KE-Recruitment@peacecorps.gov)
2. Your application email subject line should be "**DDMO – Your Surname**"
3. Applications that do not meet all requirements will be discarded
4. Attach 1 single file including a combined Cover Letter (describing how you meet the minimum qualifications) and your current CV only
5. Attachment size is limited to 1MB, emails with larger file sizes will be discarded.
6. Attach only Word or PDF files, ZIP/compressed not accepted.
7. Application updates and confirmations of applications received are not provided. If selected for shortlist interview, you will be contact by phone and/or email
8. Telephone inquiries are not accepted.

All hires are contingent upon funding availability.

**Deadline to Apply: 22 September 2025 at 8:00 AM local Kenya time**

## STATEMENT OF WORK

|                      |  |
|----------------------|--|
| Position             | Deputy Director of Management and Operations |
| Division/ Department | Management and Operations                    |
| Duty Station         | Kisumu, Kenya                                |
| Reports to           | Director of Management and Operations        |
| Open to              | Qualified Kenyan Citizens                    |

Peace Corps is a U.S. government agency promoting world peace and friendship through volunteer service in over 60 countries. Peace Corps Kenya has operated since 1964 and currently supports Education and Health programs in the Western Region, with Volunteers serving in schools, health facilities, and community-based organizations.

### **General Description**

Under the supervision of the Director of Management and Operations (DMO), the Deputy Director of Management and Operations (DDMO) is responsible for all work in the budget, financial, and HR sections of the Peace Corps/Kenya's Management & Operations (M&O) unit. Additional oversight includes contracting responsibilities. The DDMO maintains and develops responsive and effective administrative procedures. The DDMO also provides technical advice and guidance to staff and Volunteers on a variety of policy and post management issues.

The DDMO is an expert resource on relevant administrative management matters contained in applicable Peace Corps procedural and policy manuals. These include but are not limited to: the Peace Corps Manual, the Overseas Financial Management Handbook (OFMH), the Overseas Contracting Officers Handbook (OCH), Peace Corps financial systems (FOR Post, OdyWeb, and Hyperion/Smart View budget tool), post policies and procedures, and other applicable procedures or policies.

### **BUDGET MANAGEMENT**

- Serve as the technical lead on budgeting and financial management issues and activities, including budget preparation and analysis. In collaboration with the DMO, determine the fiscal budget and human resources requirements and control expenditures. Determine resource requirements and recommend resource allocations based on priorities and needs; and allocate funds across multiple programs for multiple fiscal years.
- Work with the DMO to prepare annual operating and implementation plans in coordination with other Peace Corps Kenya units. Create and distribute specific budget formats to Program & Training, General Services, Medical, and Safety & Security units to collect and synthesize budget planning information in addition to gathering information on prior year costs. Compile budget plans within budget marks given by PC/Washington and create unfunded requests (UFRs), as needed, for review and prioritization by the DMO.
- Work with the DMO to prepare Quarterly Working Plans, Monthly Open Obligation and Budget Reviews, and Fiscal Year-End Budget Close-Outs. Prepare reports on spending trends and cost analysis in order to assist in the preparation of the Integrated Planning and Budget System.
- Prepare periodic and ad hoc budget analyses and reports as directed by the DMO. Prepare monthly reconciliation of post budget. Analyze actual costs versus budget and provide explanations for differences. Identify which funds should be reprogrammed and work with DMO to ensure budget marks are met. Monitor implementation of approved plans and advise Senior Staff on a monthly basis regarding progress in meeting targets.
- Oversee financial tracking and reporting on all special funding accounts and grant programs, such as Peace Corps Partnership (PCPP) or other authorized grants.

- Work with DMO to collaborate with applicable units on implementation, management, and policy compliance of other budget funding sources, outside of Peace Corps appropriated funds.

## **FINANCE MANAGEMENT**

- Adhere to and interpret rules of financial management. Ensure that an adequate system of internal controls is in place for post's fiscal management operations. Adhere to budget and financial reporting deadlines and assist with the periodic budget reviews.
- Maintain all post accounting records as required by records policy, including in FOR Post and in sharedrive files; assign proper fiscal coding to all obligations and liquidations; review for accuracy all fiscal coding from Financial Assistant or other M&O staff authorized to create obligations.
- Perform all daily financial transactions using Agency-standard computer software; approve cashier disbursements, collections, and travel advances. Ensure all transactions are charged to the appropriate fiscal coding and that all support documents/obligation documentation are on file per the OFMH.
- Oversee the preparation of all obligating documents, including purchase orders, contracts, leases, and travel authorizations. Ensure compliance with procurement procedures and Peace Corps policies. Review with DMO as necessary before making approvals.
- Review voucher submissions on file for accuracy and completeness before making approvals in FOR Post.
- Ensure that payments are made to Volunteers, trainees, staff, and vendors in a timely manner and are compliant with agency policy, including proper documentation, fiscal coding, and procurement procedures. Maintain complete financial files and historical payments records in a manner that is compliant with agency and USG regulations on record retention and destruction.
- Interface as necessary with OCFO/GAP at PC/Washington.
- Direct the financial reviews and analyses conducted by the M&O staff—providing guidance on the appropriate methodology for such reviews/analyses and reviewing the related review/analytical reports. Provide advice and support to post management, Volunteers and trainees, as appropriate on financial requirements of project design and implementation, adequacy of project budgets and total estimated costs. Participate in the Post Integrated Planning and Budget System (IPBS) annual discussions and periodic strategic reviews with post management to provide input on the plans implications on the post's control and funding environment.
- Develop and maintain good working relationships with local vendors. Direct the preparation and timely receipt of vendor payments ensuring that all financial matters are handled in accordance with established regulations and policies.
- Maintain complete vendor files and historical payments records in a manner that is compliant with agency regulations and USG regulations on record retention and destruction.
- Provide financial advice and guidance on reprogramming funds and unfunded requests. Ensure that an adequate system of internal controls is in place for post's fiscal operations.
- Manage Volunteer allowance surveys and recommend adjustments to the Living Allowance subject to Peace Corps Washington's approval. Conduct annual review of post-authorized supplemental Volunteer allowances for utilities, transportation, etc. and make recommendations for adjustments to the DMO and Country Director.
- Conduct training of new staff in financial management practices related to their position and provide training workshops for post staff on Peace Corps budget procedures.

## **CONTRACT MANAGEMENT AND HUMAN RESOURCE SUPERVISION**

- Serve as Contracting Officer (see Inherently Governmental Functions below) in accordance with Peace Corps Policies and Procedures. Ensure that proper procurement processes are followed for the acquisition of goods and services and the execution of contracts and leases, and that the integrity of the procurement process is upheld. Works with OCFO/Acquisitions and Contract Management (ACM) as needed to remain compliant with USG and agency procurement and contracting policies.
- Prepare vendor contracts as required in accordance with USG and agency policies, including obtaining a Delegation of Procurement Authority (DOPA) from OCFO/ACM as necessary. Review and approve micro-purchase forms (MPFs) for authorized procurements under 10,000 USDE.
- Oversee the drafting and execution of short term, intermittent, and long term contracts for Personal Service Contracted staff, ensuring that these contracts are properly documented and compliant with USG and agency policy, and that staff contracts are compliant with local labor law.
- Supervise the HR Specialist in performing the following functions: recruitment and selection, drafting PSC contracts (new and options), obligating funds for PSC contracts' salaries and benefits, processing PSC payroll, guiding staff on post HR policies and recommending updates to the DMO and CD, maintaining the Staff Handbook, maintaining compliant personnel files, and other HR-related tasks.
- Ensure that payments for PSC payroll are correctly implemented each pay period by PC/Washington and provides certification on this. Ensure that the HR Specialist inputs any one-time payroll payments or deductions correctly in the OdyWeb system as it relates to PSC contracts.
- Review and approve any payments for severance, separation and/or death amounts, ensuring the HR Specialist has drafted appropriate and proper supporting contract documents.

## **STAFF MANAGEMENT**

- Directly supervises the Human Resources Specialist, Financial Assistant, and Volunteer Financial Assistant (see Inherently Governmental Functions below). Provide support for direct reports daily, reviewing performance on a regular basis in addition to completing bi-annual performance evaluations.
- In the absence of the DMO, oversee and direct the work of all M&O Unit staff, including Cashier, Travel Specialist, and General Services Manager.
- In the absence of the DMO, serve as chief liaison between PC/Washington and the CD on all matters of budget, finance, administration, and staffing issues.

## **OTHER**

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

## **SAFETY AND SECURITY**

- 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 the timely reporting of suspicious incidents, persons or articles.

## **OTHER FLEXIBILITIES**

If there is a time at post, due to a 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/Kenya, the PSC may be temporarily assigned during that period, as determined by the Peace Corps Country Director (CD), 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.

## **LEVEL OF EFFORT**

- Performs duties at assigned post during a 40-hour work week. May be required to work outside of or in addition to normally scheduled hours to support Volunteers and fulfill other post requirements. Participates in in-country or out-of-country training provided to PC staff.

## **INHERENTLY GOVERNMENTAL FUNCTIONS**

- 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)
- Limited supervisory responsibilities: May be designated limited supervisory responsibilities if assigned by the Overseas Contracting Officer and approved by the Country Director. Personal Services Contractors (PSCs) may only supervise other PSCs. (See MS 732)
- Property officer: May be designated as a property officer if assigned by the Overseas Contracting Officer and approved by the Country Director, in coordination with the Office of Management. Responsibilities as a property officer include carrying out functions to safeguard and control all U. S. government property assigned to the Peace Corps office; ensures that property duties are assigned appropriately, and that staff are well-trained in how to carry out their duties; oversees maintenance and utilization of property, and the annual and

semi-annual inventory and loss reports. The Property Officer can be held financially liable for neglecting to safeguard and control Peace Corps personal property. (See MS 511 and The Personal Property Management Handbook)

- Receiving officer: May be designated as a receiving officer if assigned by the Overseas Contracting Officer and approved by the Country Director. Responsibilities as a receiving officer include accurate review of goods or services, their accompanying invoices, and the purchase order/contract to ensure that the specifications, quality, amounts, price, timeliness, etc. of the goods are consistent with the terms and conditions of the contract/purchase order after successful completion of the requisite training to perform receiving duties. (See MS 511, The Personal Property Management Handbook, and OFMH 19)

#### **MINIMUM QUALIFICATIONS REQUIRED:**

- Bachelor's degree from an accredited university in Accounting, Human Resources, or Business Administration.
- At least 10 years' of experience in accounting, human resources, or finance/budget management.
- At least 5 years' of experience in contract management, operations management, project management, or grants management as the designated representative for any past organization.
- At least 5 years' supervisory experience managing direct reports and providing regular performance evaluations.
- At least 4 years' experience working with an international organization, either NGO, foreign government, INGO, or multinational company.
- Knowledge and familiarity with local labor laws and Kenyan business practices.
- Comprehensive fluency (reading, writing, speaking) in English and Kiswahili.
- Excellent knowledge of MS Office programs, particularly Excel, along with the ability to learn computer systems specific to an individual organization.

#### **PREFERRED QUALIFICATIONS:**

- Master's degree from an accredited university.
- At least 2 years' experience working for the US Government or US Government-funded projects or organizations.
- At least 2 years' experience working with an international organization focused on volunteer support and activities.
- Proficiency in a language or languages spoken in Western Kenya.