

ATTACHMENT I – Statement of Work



POSITION:	GENERAL SERVICES ASSISTANT (GSA)
REPORTS TO:	GENERAL SERVICES MANAGER (GSM)
SUPERVISES:	N/A
WORK WEEK:	STANDARD 40 HOUR, 5 DAY WORK WEEK (IN EMERGENCIES OR ON OCCASIONS MAY BE ASKED TO WORK IN ADDITION TO OR OUTSIDE STANDARD WORKING HOURS)
DUTY STATION:	PEACE CORPS OFFICE, BANGKOK (DUSIT DISTRICT) (DOMESTIC AND INTERNATIONAL TRAVEL AS REQUIRED)

Position Summary:

The General Services Assistant (GSA) works under the direction of the General Services Manager (GSM) with a broad range of general services activities. The GSA also supports the DMO with various administrative duties as assigned or necessary for effective post operations. The GSA role encompasses diverse responsibilities; accordingly, the GSA will be a genuine team player who possesses a positive attitude; personal flexibility and self-initiative; and who consistently demonstrates an outstanding work ethic, spirit of cooperation and customer service to assist all constituents. The GSA has primary responsibility for assisting the General Services Manager and DMO with overall post operations. The GSA's activities include, but are not limited to, the duties and responsibilities in this Statement of Work.

Primary Duties and Responsibilities include, but are not limited to the following:

Procurement

- Conducts solicitation and requisition of quotes for procurement of supplies, services and equipment, following PC procurement regulations to ensure that PC receives best price/quality and also that items are delivered in a timely manner.
- Procurement support: Creates new vendor accounts, maintains relations with suppliers as assigned.
- Maintains admin records and shared files related to procurement and other operations topics, including but not limited to vendor contact information, RFQs, service agreements, general services records, etc.

- Assists the GSM to survey potential supplies and service providers in order to meet requirements in the most economical and expeditious manner consistent with regulations. Checks references and samples of goods to ensure utility, quality, price and compliance with specifications.
- Facilitates logistical arrangements for all shipping and clearance for import/export of Peace Corps Volunteer belongings, health unit medications, equipment, and other items. Facilitates arrival and packing/un-packing of same.
- Coordinates with the US Embassy for inbound international shipments and duty free waivers as needed
- Assist to draft selection memos and supplies and services contracts for large procurements
- Supports staff and PCVs with cell phone sim cards and bundle subscriptions

Facilities Management

- Maintains the operations of all office and residential facilities, to include regular servicing, as needed maintenance, and utilities.
- Monitors the regular maintenance requirements for both office and residential facilities.
- Coordinates with GSM and DMO to ensure that Peace Corps is regularly reviewing, updating, and complying with all occupational safety and health standards as it relates to the office and residences under lease. Coordinates with US Embassy POSHO team as necessary.
- Coordinates with GSM and DMO to implement physical security upgrades to the office and residences under lease. Coordinates with US Embassy RSO team as necessary.
- Liaises with vendors associated with facilities maintenance and security, supervising work and updating GSM and DMO
- Manages periodic maintenance schedules for PC equipment, such as the basement pump, security cameras, office phone system, air-conditioning units, fire extinguishers, and pest control.
- Assists GSM in liaising with landlords of leased property and coordinates repair or services necessary to maintain safe and secure office space and housing. Works with maintenance clerk and gardener to ensure that the office facility presents a professional and functioning atmosphere at all times – making recommendations regarding the purchase of equipment, supplies, work to be performed and maintenance to the highest standards.
- Provides assistance to expat personnel in handling/processing applications for miscellaneous utilities, such as internet and cable TV.
- Ensures delivery of drinking water supply, including maintaining amounts necessary for consolidation at the office in case of emergency.

- Develops and maintains residential procedures, manuals and make/ready process.
- Organizes PC Conference Room set-up and meeting office supplies.
- Serves as “Green Leader” for post to encourage environmental sustainability.

Inventory and Property Management

- Makes arrangements for the purchase, inventory, maintenance and disposition of all Peace Corps property. Follows through on the procurement process, inventories all new property, conducts annual inventory audits and manages the disposition of old/unused Peace Corps property per U.S. Government regulations. Maintains supply rooms, storage areas and retrieval system.
- Serves as post Inventory Control Officer for all supplies and materials. Maintains inventory of office supplies and materials. Ensures all post supplies are secured and tracked accurately to monitor usage. Prepares reports for GSM and DMO on discrepancies in post supplies usage.
- Manages the office supply room, which includes monthly tracking of supplies movement to ensure adequate stock is maintained for daily requirements.
- Manages the logistical requirements for all PC property disposal sale, including auction of items.
- Arranges logistical requirements for all office and residential property transfers between offices, residences, PST, and Volunteers sites as needed.
- Responsible for Sunflower, Peace Corps’ inventory management system, using and moving equipment or supplies as needed; and coordinate with GSM for PC Property assignments and Inventory Control Records.
- Inputs Bill of Material (BOM) and other data into the post Sunflower inventory system as pertinent; provides Sunflower reporting support as needed.
- Serves as post Receiving Officer and Acceptance Point Clerk (APC) for supplies and materials, including medical supplies and medications.
- Participates in quarterly medical inventory count as APC to ensure proper management of Volunteer medications.
- Establishes and implements procedures to ensure that property is correctly signed out to staffs/PCVs and that it is maintained, and disposed of in accordance with PC policies.

General Support and Other Duties

- Performs back up functions in the absence of the General Services Manager (GSM) and Travel Coordinator
- Serves as back-up driver when needed
- Coordinates with appropriate US Embassy office/agency on various requirements (Airport Pass, Printing, Vehicle and Facilities)

- Assists in the creation and the updating of General Services related forms.
- Assists in handling logistical requirements for various PC office events and Pre-Service Training (PST)
- Performs a variety of related clerical duties: Filing GS-related vouchers and documentation, prepares and maintains accounting data, drafting correspondence, photocopies, mimeographs, collates, files and etc.
- Point of Contact on Volunteer bicycle program

File Management and Reports Preparation

- Efficient and responsible preparation of reports, as well as safekeeping and management of record documents, both electronic and hard copies, for the General Services team, compliant with Peace Corps Records Management policies and procedures.

Safety and Security

Every Peace Corps Thailand staff member has duties and responsibilities directly and/or indirectly associated with Safety and Security. The duties and responsibilities of the General Services Assistant, include, but are not limited to, the following:

- Coordinates with Safety and Security Manager (SSM) to ensure that emergency radios or other communication devices are in good working order. Serves as a floor warden and supports the DMO in planning and conducting fire drills, duck and cover drills, bomb threat drills, movement to safe haven drills, and (where relevant) earthquake drills. Supports completion of necessary safety and security upgrades to office, USDH staff residences, and other Peace Corps facilities. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
- Assists the GSM in fulfilling assigned EAP duties and serve as the Alternate to the GSM in the event the GSM is not available at the time of an emergency;
- Assists the GSM and Safety and Security Manager (SSM) in the coordination of meeting places for all Volunteers and Trainees during Consolidation and/or Evacuation phases, if necessary;
- Assists the DMO and GSM in planning and supporting of the necessary safety and security upgrades to staff residences, and other Peace Corps facilities as needed.

Sub-Cashier

May be designated a sub-cashier after approval by OCFO/GAP. Responsibilities as a sub-cashier include performing limited cash disbursements as directed by the Director of Management and Operations, proper disbursing and collecting of funds, proper accounting for funds advanced, safeguarding funds advanced, and accepting personal responsibility and financial liability for funds after successful completion of the requisite training for performing sub-cashier duties. (See MS 760 and OFMH 13)

Receiving Officer

May be designated as a receiving officer if assigned by the Country Director and with the approval of the Regional 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)

OCCASIONAL MONEY HOLDER

The personal service 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 site, 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.

COVID-19

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.

TDY

The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps' as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.

Driving

Must maintain a valid driver's license and may be required to drive Peace Corps vehicles at times. Smith System driver training and a basic health check (paid for by Peace Corps) are pre-requisites for driving Peace Corps vehicles.

Other Duties as Assigned: May perform other duties as assigned by the Country Director, Director of Management and Operations (DMO), or General Services Manager (GSM) as needs require.

Required Qualifications:

- **Education:** Bachelor's degree in a related field, including business administration, project management, and operations management.
- **Work Experience:** Two years experience in a similar position, possibly related to procurement, inventory, sales, customer service management.
- **Language:** Thai Fluency and English Proficiency (speaking, writing, reading)
- Must have the ability to organize and prioritize a large and diverse workload.
- Must have strong Microsoft Office skills, including Word, Excel, Outlook, and Powerpoint.
- Must exhibit good judgment, courtesy, tact and the proper protocol when interacting with Volunteers, staff, vendors, visitors, and other members of the public.
- Solid coordination and organizational skills
- Excellent cross-cultural communication skills
- Capacity to relate to people from a diverse range of social and cultural backgrounds
- Commitment to diversity, equity, and inclusivity in the workplace
- Flexible, motivated, and self-directed
- Proficiency working with computers, including Microsoft Office Suite, and smart phones

Preferred Qualifications:

- **Work Experience:** Five years experience in a similar position.
- **Skills or Expertise:** Equipment and facilities maintenance, including any of the following: electrical, plumbing, carpentry, welding, roofing, bicycle repair
- Prior experience working with international organizations
- Prior experience working with racially, ethnically, socioeconomically diverse background, and/or living abroad
- Professional experience driving cars, trucks, or vans

Other Information, including Benefits:

- **Expected Start Date:** After successful US Embassy background check and reference check
- **Insurance:** Group Health Insurance, Life Insurance, and Workmen Compensation
- **Bonus:** Eligible for 13th month bonus
- **Paid Holidays:** Approximately 20 paid holidays/year
- **Annual Leave:** 11 annual leave (paid personal vacation) days/year to start
- **Salary:** Salary is negotiable within pre-determined range, based on salary history
- **Travel Allowance:** Receives money for meals and incidentals when traveling outside of

- Training: Bangkok
Staff development funds and training opportunities as available

Application Period: December 27, 2022 – January 27, 2023

To apply: Submit a complete resume to ThailandJobs@peacecorps.gov during the application period listed above.

Notes:

- Only short-listed candidates will be contacted.
- One or more positions may be filled from this announcement.
- Peace Corps may consider international applicants, but reserves the right to prioritize host country national candidates.
- Contracting Officer reserves the right to accept late applications on an ad hoc basis
- Candidates must indicate if they have ever previously served as a Peace Corps Trainee, Volunteer, or Staff member.
- Peace Corps reserves the right to withhold an offer from any candidate with a prior history of poor performance or conduct as a Peace Corps Trainee, Volunteer, or Staff member.
- Peace Corps reserves the right to withhold an offer to any candidate that is a relative or household member of any current Peace Corps staff member.
- 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 of 60 years old), disability, or genetic information.