



**Peace  
Corps**  
**FIJI**

Peace Corps Fiji seeks a short-term contract Host Family & Logistics Coordinator. The job will begin immediately after a background security check clearance and will end on **November 28, 2026**. The key role for this position is to develop homestay housing for Peace Corps Trainees and training staff, and to coordinate training logistics needs.

**Contract Period:**

31 May – 28 November 2026

**Contract Tenure:**

Short -Term Contract

**Duty Location:**

Suva, Fiji

**Basic Job Requirements**

**Homestay Preparation for the 10 weeks Pre-Service Training:**

- Identifying and profiling over 40 potential host families across 4 to 5 villages. This includes visiting each household in each village, interviewing, and completing forms.
- Advise each family on action tasks to prepare homes to meet Peace Corps criteria prior to arrival of Trainees.
- Facilitate scheduled follow-up visits and phone calls to each household.
- Complete three rounds of homestay visits and fumigations for the rooms identified for Trainee and staff use
- Coordinate and conduct homestay training, homestay visitation, and homestay families' meetings.
- Assessing homestay preparations and readiness.
- Setting up training hall.
- Coordinate training logistics needs.
- Stay in contact with the Admin-Finance and General services teams on financial matters in terms of procurement/replacement or damaged properties reporting.

**Required qualifications:**

- Relevant experience in project management, community development work, and general services support
- Basic computer proficiency strong time management skills.
- Excellent written and verbal communication skills, with the ability to build effective working relationships.
- Demonstrated strong organizational, coordination, and multitasking abilities.
- Sound knowledge and understanding of iTaukei culture, traditions, and village protocols.
- Ability to work flexible hours, including weekends or after-hours when required.
- A valid full driver's license and can drive manual vehicle.

**Interested applicants for this position should submit the following:**

1. Letter of interest in English.
2. A current resume or curriculum vitae in English.
3. Name and contact information of two job referees.
4. Copy of applicant's valid full driving license.

**Submit Applications by COB (4:30 PM), 16 March 2026**

*Submit applications to:*

*PST Position Application – Host Family & Logistics Coordinator*

*Peace Corps*

*Private Mail Bag*

*Suva, Fiji*

*Email: [pcfijijobs@peacecorps.gov](mailto:pcfijijobs@peacecorps.gov)*

(Please submit documents as MS Word attachments)

**Email Subject Line:** PST Position – Host Family & Logistics Coordinator

**Position Pay:** Daily Rate Starting between FJD \$83.05 - FJD \$105.85 (depending on experience and qualification)

**Work Time:** Monday – Friday: 8:00am – 5:00pm.

**Applicants may submit materials in any of two ways:**

- Email: [pcfijijobs@peacecorps.gov](mailto:pcfijijobs@peacecorps.gov) (please send the documents as PDF)
- In person: Drop off the application at the Peace Corps Office: **24 St. Fort Street, Suva**

Only the **top** candidates meeting the noted qualifications above will be contacted and interviewed.