



POSITION: Human Resources/ Administrative Assistant

About the Peace Corps

The Peace Corps (www.peacecorps.gov) is an American government agency that facilitates intercultural learning across the globe. Since Peace Corps was invited to Fiji in 1968, over 2,500 Peace Corps Volunteers have lived in iTaukei villages for two-year tours, honoring traditional customs and empowering village youth and adults.

Position Summary

The HR/AA is responsible for providing administrative support for Volunteer's allowances and financial resources. The HR/AA provides all logistical and administrative support for domestic and international travel for Peace Corps Volunteers (PCVs) and Post Staff. In addition, the HR/AA is responsible for several components of human resources management support for the Personal Service Contractors at Post. This position works Mondays through Fridays, 8:00am to 5:00pm and occasional evening and weekends as required.

Duties of the HR/AA include:

Human Resource Management

PSC Selection and Onboarding

- Coordinates the advertisements for Peace Corps Services Contractor (PSCs) vacancies, i.e. local newspaper, Embassy newsletter, etc. as per instructions from the DMO.
- Provides administrative and logistical support for all aspects of hiring including screening applications and organizing appropriate tests and interviews for candidates.
- Coordinates with the new PSC's supervisor and other staff members to prepare a Welcome and Orientation Plan to ensure a smooth transition period and make sure the PSC receives, understands and follows the established policies and procedures (Ethics, Cybersecurity, and all mandatory trainings).

Time and Attendance

- Serves as Post's timekeeper and ensures the smooth operation of the Post's employee time and attendance system.
- Tracks all staff time and attendance records; makes adjustments for approved annual, sick, and official leave; submits required documentation and records to IAP region, the Embassy, and the DMO on a regular basis. Alerts supervisors when a request for leave time would exceed allowable hours for an employee.

- Collects and reviews bi-weekly time and attendance reports for all employees approved by supervisors with leave approval documents attached or previously submitted.
- Prepares bi-weekly reports for each period for approval by DMO.

Performance Evaluation

- On an annual basis, coordinate with PSC supervisors for the update of all Statements of Work (SOW) that will be included in the PCS performance evaluation.
- Ensures that PSCs evaluations are submitted before extension or amendments for PSCs are awarded. This is a requirement to ensure that PSCs have a successful evaluation to receive their annual step increase.
- Coordinates outgoing activities for departing PSC staff. Works with CD and DMO to develop a procedure and create a list of standardized tasks. Updates task list to include additional items pertaining to the individual and then follows up to see that they are accomplished in a satisfactory manner prior to staff departure.

Staff Recognition Program and Staff Development

- Provides support to the DMO in all the procedures related to the award/staff recognition program, which includes the revision of the PC Fiji Staff Award Program.
- Coordinates the award/staff recognition program and ensures that the PSC nominations are being sent on time to the US Embassy Human Resources Office for the U.S. Mission Annual Award Ceremony.
- Supports the execution and ongoing coordination of a variety of initiatives focused on staff development and improved operations, helping ensure staff inclusion and compliance.
- In conjunction with the PC Fiji staff committees, designs and coordinates staff activities that will enhance the staff morale and motivation.
- In conjunction with the DMO, update, edit, modify PC/Fiji staff handbook which includes PC procedures in regard to travel, time and attendance, professional conduct, ethics, awards policy and procedures, Alcohol policy, payment procedures, questionable and prohibited expenses, etc.
- Identifies ways to improve processes and workflows within all Human Resource activities.

Volunteer Support

- Responds to Volunteer communications regarding administrative and logistical concerns related to their work. Provides support to Volunteers in terms of PCV administrative and financial policies. Follows-up to ensure PCVs actions are completed.
- Coordinates logistics for Volunteer meetings; coordinates meeting dates and locations; arranges travel logistics for participating members.

- Maintains Peace Corps Volunteer files. Ensures all Volunteer-related documents are adequately secured and organized. Establishes and maintains a general Volunteer database file with Home of Record, Close of Service (COS) date, Passport information, etc.
- Assists the DMO in providing training to PCVs regarding administrative issues during Pre-Service Training (PST), Mid-Service Conference and COS.

Administrative support

- Coordinates travel logistics for staff related to trainings, site visits, and site identification trips. Communicates all travel logistics with staff members. Liaises with local travel vendors as needed to coordinate and book travel.
- Arranges all official international travel for staff. Supports and ensures completion of the associated Travel Authorizations and Travel Vouchers.
- Tracks and manages all relevant travel expenses and coordinates with FA and DMO to ensure all travel is within budgeted allowances.
- Completes and processes all forms required by the Ministry of Foreign Affairs and Immigration related to PCT/PCV, staff and visitor entry and exit into Fiji.
- Assists in organizing special events, trainings, conferences, and site visits as requested and authorized by the DMO or CD.

Required Qualifications

- Master's Degree Required in Human Resources Management, Office Management, or Business Administration.
- Affiliated member of the Fiji Human Resources Institute or other HR Governing body is highly desirable.
- 5-8 years of experience in a similar position.
- Demonstrated experience working in liaison with government and nonprofit agencies.
- Demonstrated experience with logistical planning and organization.
- Experience working in a multi-cultural environment, ideally working with US citizens.
- Excellent oral and written English language skills.
- Team player with strong interpersonal communication skills.
- Ability to work effectively and efficiently independently.
- Coaching and conflict management experience.
- Interest and ability to facilitate training/workshops.
- Strong computer skills, with proficiency in Microsoft Office products, including Word, Excel and PowerPoint.
- Possess a valid Fiji driver's license and sound driving skills.

To Apply

Interested applicants must submit the following documents in English:

1. Letter of interest;
2. A current resume or curriculum vitae;
3. Copies of relevant degrees and other qualifications earned;
4. A reference from current or previous employer; and
5. Copy of valid driver's license

Applicants may submit materials in any of three ways:

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

Application Deadline

3:00 pm on June 30th, 2023

Note: Only the top candidates meeting the noted qualifications above will be contacted and interviewed. The selected candidate will undergo a security certification and background check prior to being offered the position.