

## ATTACHMENT I – Statement of Work



<b>POSITION:</b>	<b>LOGISTICS COORDINATOR</b>
<b>REPORTS TO:</b>	GENERAL SERVICES MANAGER (GSM)
<b>SUPERVISES:</b>	DRIVERS
<b>WORK WEEK:</b>	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)
<b>DUTY STATION:</b>	PEACE CORPS OFFICE, BANGKOK (DUSIT DISTRICT) (DOMESTIC AND INTERNATIONAL TRAVEL AS REQUIRED)

### **Position Summary:**

The Logistics Coordinator is responsible for all domestic travel conducted by Peace Corps Thailand staff and provides a full range of logistical support to the Peace Corps Thailand program. Working under the direct supervision of the General Services Manager (GSM), the Logistics Coordinator is responsible for fleet management, including managing drivers, vehicle requests and scheduling, vehicle ordering/disposals, vehicle maintenance, VMIS/vehicle record keeping, and contracted transportation services. The Logistics Coordinator also has responsibility for air travel arrangements, route and itinerary planning, and acquisition of hotel accommodations for staff. The Logistics Coordinator may also serve as the back-up GSM and performs other duties, as needed.

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

### **Travel, Accommodations and Vehicle Coordination**

- Plans, directs, and coordinates the use and maintenance of motor vehicles and the use of motor pool personnel to provide efficient transportation service to Peace Corps Thailand staff, Volunteers, other personnel (such as visitors and guests), and equipment and materials for official Peace Corps business.
- Directly supervises driver team. Prepares reports on employee performance and takes necessary follow-up action. Advises supervisor concerning drivers' performance. Performs performance management duties for supervised personnel (work requirements, counseling sessions, feedback, and performance reviews). Serves as the primary liaison between drivers and other staff units within PC/Thailand.
- Organizes and dispatches motor vehicles in response to telephoned and written demands by the Peace Corps staff and visitors for scheduled and on the spot transportation service; helps set driver shifts and coverage for special events.

- Arranges for rental of additional vehicles in support of Peace Corps official events when approved by Financial Manager or DMO.
- Oversees fuel procurement efforts. Prepares vouchers and makes payment for procured services.
- Receives and approves all the Motor Vehicle requests through the agency e-mail.
- Enters and maintains records of each vehicle in VMIS on a weekly basis, specifically concerning vehicle maintenance and fueling.
- Handles Government Owned Vehicle maintenance issue on a regular base. Assures that vehicles are properly maintained and operated according to Peace Corps and USG guidelines, and manufacturer specifications.
- Prepares and maintains domestic Travel Authorizations (TA) for Trainees, Volunteers, and Staff (Post & Regional) on official travel. Researches availability, prices and vendors for air tickets for domestic and international travel for Peace Corps staffs and Volunteers. Responsible for assuring the cost effective purchase of these tickets.
- Manages the PC Thailand vehicle schedule and schedules drivers for driving duties based on the needs of staff.
- Ensures vehicle fleet is in compliance with all local requirements, including mandatory insurance, licensing, registration, and certification of fitness.
- Ensures that vehicles are properly maintained, fueled, clean, and in good repair, and are operated according to Peace Corps and USG guidelines (PC Manual Section 522), and manufacturer specifications.
- Maintains vehicle status file(s) for all official vehicles, including titles, registration, certificates of fitness, warranties, license copies, maintenance records and other pertinent legal documents, vehicle reports, and accumulated vehicle maintenance costs, including fuel/lubricants, parts and services.
- Ensures that daily checks are conducted on Peace Corps vehicles in accordance with vehicle check list and ensures that vehicles are locked and garaged after office hours.
- Accumulates monthly vehicle mileage logs and prepares a monthly summary of usage by vehicle and by driver.
- Tracks all fuel purchase receipts, reconciles with fuel invoices, and prepares monthly report with attached receipts to the DMO on a monthly basis.
- Evaluates local vehicle repair facilities and ensures vehicles are repaired and serviced (i.e. oil and filter changes) in a timely manner and on a regular basis.
- Coordinates purchase and disposal of official Peace Corps vehicles. Prepares selection memos and contracts for review by GSM and DMO. Assesses vehicle condition and makes recommendations regarding retirement of vehicles due to condition, age, high maintenance costs, etc.
- Establishes priorities for vehicle use, a schedule for accomplishing periodic vehicle maintenance, and employee assignments and work schedules. Sets driver shifts and coverage for Peace Corps official events. Arranges for rental of additional vehicles in support of PC training events, or when Motor Pool requests exceed available cars/drivers.

- Directs driver safety and other training. Makes sure all drivers follow Smith System driving techniques.
- Prepares all required reports on various aspects of motor vehicle operations and maintenance, including maintaining accurate data in VMIS and performing annual motor vehicle inventory.
- Manages all vehicle-related procurements. Manages fuel, spare parts, and maintenance budget. Oversees fuel procurement efforts: develops relationships with and manages fuel vendors, reviews fuel planning and usage report, and is accountable for all fuel sales and usage. Procures sudden accident and third party liability insurance for chauffeurs. Responds to accidents as needed to serve as primary liaison with insurance company.
- Liaise with US Embassy Bangkok Motor Pool and Thai Police. Manages registrations, insurance, and vehicle inspections for all government-owned vehicles at Post. Advises supervisor with information regarding Mongolian Traffic Law and road closures.
- Instructs drivers regarding the details of their assignments, and inspects their appearance and that of their vehicles. Initiates trip reports and checks the completed reports turned in by chauffeurs. May operate motor vehicles.
- Conducts field visits with Volunteers, Trainees and Staff Members; transports Trainees and Volunteers to their sites, coordinates with the local officials in regard to settling-in PCV's and Trainees, handles incoming and outgoing mail; maintains vehicles while in the field; and ready to accept emergency duties as required by Peace Corps.
- Prioritizes Volunteer safety and security. Acts to assist Peace Corps Volunteers (PCVs) during such emergencies as floods, earthquakes, political strife, civil uprisings and any situation that may threaten PCVs well-being.
- Ensures that vehicles are clean, in good repair, and secure at all times. Monitors the use of vehicles and related equipment and recommends maintenance or disposal as necessary. Performs minor mechanical maintenance as necessary. Identifies and/or recommends competent contractors for major mechanical work and ensures that all work is completed satisfactorily. Records repair and maintenance operations of assigned PC vehicle as outlined in the Vehicle Maintenance Log.
- Ensures compliance with PC regulations (PCMS 522). Assists GSM with scheduling and monitoring the vehicles and drivers for trips. Assists in coordinating rental transportation and other logistic arrangements for official visitors, receptions, seminars, conferences or Peace Corps sponsored projects. Assists with coordination of trainee/volunteer transportation to/from site, Pre-Service Training site or other locations.
- Assists DMO/GSM to facilitate other volunteer matters as needed and coordinates all personnel related functions to expedite these duties. Arranges for and facilitates emergency departure of trainees and volunteers, including emergency leave and medical evacuation, when required. Makes arrangements in assisting emergencies from other Peace Corps countries, particularly medical evacuations, coordinating logistical needs such as airport clearance and transit processing.

### **Finance and Accounting**

- Responsible for all domestic travel documentation, including Travel Authorizations and Travel Vouchers for Peace Corps staff on domestic travel.
- Enters obligations, ensuring obligations are in line with Post's Operating budget and with appropriate supporting documentation; applying appropriate fiscal coding for payments and

reviews these for accuracy and compliance with USG and Peace Corps regulations. De-obligates balances as final payments are made to ensure Post has an accurate picture of funds available.

- Enters liquidations, disbursements and travel vouchers, verifying that all payments are valid, authorized and properly documented and recorded, in compliance with internal control guidelines.
- Maintains complete and orderly files of all obligations, liquidations and vendors, ensuring all changes to obligations are properly documented.
- Assists in Obligation Review and various financial analysis for effective budget management to ensure Post obligations are properly recorded. Proposes process improvement in the Financial and Administrative area.
- Holds a Travel Card and Purchase Card on behalf of Post. Liaises with vendors to pay travel related purchases (plane tickets, lodging for conferences, etc.) and maintain a complete file. Establishes and adjusts Credit Card obligations based on estimations and/or actual invoices as necessary. Prepares report and allocates the statement on monthly basis.
- Assists in projecting budget needs for Post's Operating Plan.

### **Mail and Messenger Services**

- Coordinates pickup/deliveries of official Peace Corps mail, documents, and packages to/from post office, the American Embassy or other designated sites on a weekly or as needed basis.
- Coordinates sorting and distribution of mail. Transports supplies, equipment, materials, mail, and other communication to and from the Peace Corps office for official events.

### **Billing**

- Serves as "Billing Officer." Records all payments owed to Peace Corps in financial system.
- Distributes "Bill of Collection" to debtors.
- Maintains log and file copies of all Bill of Collection created and cancelled.

### **Conference Support**

Coordinates with other department regarding review of training and conference sites. Search for facilities and coordinate Peace Corps meetings and international conferences, liaising with hotel sales personnel, ensuring logistical details are in place, and arranging for hotel and meeting accommodations within agency competition requirements. Has responsibility for the negotiation of rates, facilities and equipment for Peace Corps meetings and conferences. Provide information to Overseas Contracting Officer (OCO) for a selection memo and contract preparation for both in-country and international conference.

## **General Support and Other Duties**

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

## **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:

- Assists the GSM in fulfilling assigned EAP duties and serve as an 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 Peace Corps vehicles as needed, including availability of resources in each vehicle in case of emergency

## **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.

### **Inherently Governmental Functions**

The Logistics Coordinator may be designated limited supervisory responsibilities as assigned by the Country Director and with the approval of the Regional Director. Personal Services Contractors (PSCs) may only supervise other PSCs. (See MS 743a and MS 744a).

### **Driving**

Must maintain a valid driver’s license and will 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 logistics management, vehicle dispatcher, logistician, or customer service management.

- Language: Thai Fluency and English Proficiency (speaking, writing, reading)
- Valid driver's license
- Clean driving record
- Ability to pass a regular health check, including eyes, ears, blood pressure, and chest x-ray
- Ability to perform moderately physically demanding work
- Experience driving all types of vehicles, including cars, trucks, and vans
- Knowledge: Driving rules and regulation, basic auto repair, and routes and roadways in Thailand.
- Must exhibit good judgment, courtesy, tact and the proper protocol when interacting with Volunteers, staff, vendors, visitors, and other members of the public.
- 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.
- 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 (i.e., logistician, logistics coordinator, vehicle dispatcher)
- Skills or Expertise: Previous supervisory experience, professional work as a vehicle mechanic
- Prior experience working with international organizations
- Prior experience working with racially, ethnically, socioeconomically diverse background, and/or living abroad
- Professional experience driving buses

#### **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 Bangkok
- Training: 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](mailto: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.