

## ATTACHMENT I – STATEMENT OF WORK



<b>POSITION:</b>	<b>MAINTENANCE CLERK/ BACKUP DRIVER</b>
<b>REPORTS TO:</b>	GENERAL SERVICES ASSISTANT (GSA)
<b>SUPERVISES:</b>	N/A
<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:** Primarily performs general services support functions to include office maintenance, repairs, and custodial duties, as well as the responsible and safe operation of motor vehicles to transport passengers (i.e. Peace Corps Staff, volunteers and visitors) in accordance with Peace Corps vehicle policies. Working under the oversight of General Services Assistant (GSA), the Maintenance Clerk is also responsible for general office equipment maintenance and acts as Messenger/Mail Clerk when is required.

### Major Duties and Responsibilities

#### **Office Maintenance**

- Perform basic on-site repairs as needed, including electrical, plumbing, carpentry, masonry, painting, and construction. If needs are more complex coordinates work of contractors.
- Recommends list of repair works to ensure the longevity of office and residential space.
- Coordinates effectively with contractors for residential and office repairs and other maintenance.
- Arranges space for Peace Corps' supplies, including proper maintenance of storage-rooms.
- Assists in moving, installation, and breakdown of office equipment and furniture, especially during any office renovation/construction projects.
- Supports cleaning staff in keeping office and work area in good order on a daily basis.
- Responsible for packaging, addressing, mailing, storing, and picking up mail addressed to the Peace Corps.
- Handles hauling and movement of furniture and equipment for both office and residential facilities.
- Prepares furniture and equipment for disposal prior to coordination with GSM and GSA
- Provides assistance during the preparation of residential facilities for incoming Direct Hire personnel and also when PC is turning-over facilities to its respective owner.
- Coordinates effectively with GSA for the procurement process of various purchases and maintenance
- Notifies the GSM or GSA concerning major repair needs in the office and residence.
- Completes periodic maintenance schedules for PC equipment, such as the basement pump, security cameras, office phone system, air-conditioning units, fire extinguishers, and pest control.

- Conducts minor maintenance works such as replacement of light bulbs, temporary repairs of leaking
- Keeps an up to date “to-do” list to assist in prioritizing tasks and ensuring that all tasks are completed in a timely manner, which include but not limit to, an inventory list of items removed and replaced, and submit such list to GSA per occurrence.
- Assists in making copies of documentation, binders, shred and business-related errands, as requested.
- Packs and unpacks office supplies and proper storage.

### **Driving**

- Must maintain a valid driver’s license and will be required to drive Peace Corps vehicles at times, including SUVs and Vans.
- Passing Smith System driver training and a basic health check (paid for by Peace Corps) are pre-requisites for driving Peace Corps vehicles.
- Ensures the safety and security of all passengers (including the driver himself) and Peace Corps vehicles and property by adhering to driving safety and security guidelines including, but not limited to, wearing seatbelts, no smoking, no phone usage, and not driving under the influence of drugs or alcohol.
- Practices safe driving methods ensuring safety of other vehicles and pedestrians.
- Will be assigned to drive within Bangkok and outside of Bangkok as needed
- Ensures that s/he is physically fit and in proper frame of mind (i.e. awake, alert) before operating vehicle.
- Deals tactfully and patiently with Peace Corps staff regarding vehicle requests.
- Collects and submits vehicle logs for the GSM and DMO weekly review.
- Reads and understands the appropriate procedures to follow in the event of an accident, per MS 524.
- Performs messenger duties, pick-up/delivery service and purchasing errands for the office.
- Efficient and responsible handling and safekeeping of records both electronic and hard copies, compliant with Peace Corps Record Management policies and procedures.
- Ensures that all PC vehicles are properly checked and maintained by confirming that basic Periodic Maintenance Service are being followed
- Ensures that vehicle has adequate tools and fuel supply before and after each travel.
- Maintains vehicle in clean and serviceable condition and performs minor maintenance of a preventive nature.
- Report immediately in writing any mechanical problems or damage to the vehicle.
- Conduct routine inspection of vehicle to make sure it is in good working condition and will run smoothly
- Acts as Duty Driver during weekdays and during weekends on occasions
- Operates vehicles in accordance with the traffic laws of Thailand, and policies of Peace Corps, and the United States Government.
- Maintains detailed vehicle logs for all travel in the Peace Corps vehicles, including stops, mileage, fueling, and maintenance. Submits logs weekly and on a timely basis.
- Assumes responsibility for the safe storage of vehicles at Peace Corps facilities, as well as in acceptable locations when traveling over night to other locations.
- Procures fuel and automotive supplies as needed.
- Keeps the vehicles orderly and free of personal possessions.
- Maintains a safe, secure, and clear garage facility.
- Must be willing to travel and work extended hours. Compensatory time off may be accrued and used according to established procedures at Post.
- Provides driving and accompaniment services for PC cashier (or delegate) while transporting cash to and from Peace Corps office.

### **General Services Support**

- Provides administrative and office support: make Xerox/scan copies, print and bind documents, laminate documents
- Provides manual labor and other logistic support for various activities/events: conference room setup, office furniture and equipment relocation, residence moving support, drinking water bottles replacement, etc.
- Assists the Cashier and/or DMO in making payments and small purchases.
- Assists in identification of new vendors, obtains quotations/brochures and gets clarification on the payment method
- Obtains appropriate cash advances for travel, small purchases or services. Clears all advances in a timely manner not to exceed 72 hours but as soon as possible in all cases.
- Submits all receipts properly translated.
- Picks up/delivers mail to/from the U.S. Embassy, packing & mailing service at post, customs office, or other designated sites
- Completes all required Peace Corps trainings including confidentiality, harassment, and safety/security topics as mandated by Post or Peace Corps headquarters.

### **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.

### **Liabilities and Responsibilities**

- Assumes personal responsibility for fines and penalties imposed as a result of traffic violations within Thailand
- Uses U.S. Government property – including phones, vehicles, office equipment, tools, computers, physical property (land and buildings), and any other material resources purchased using U.S. Government funds – responsibly, and for fulfillment of official business only.
- Treats information obtained – read or heard – with confidentiality and with sensitivity.

### **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)

### **OCCASIONAL MONEY HANDLER/ HOLDER**

May be designated as an occasional money handler/holder (OMH) if assigned by the Director of Management and Operations. As an OMH, 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(s), or other locations as directed by the Overseas Contracting Officer (OCO). May also be requested to courier cash to Peace Corps Trainees or Volunteers. The Contractor 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 Contractor 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 OCO. (See [OFMH 13](#))

### **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.

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

### **Required Qualifications**

- Education: High school or vocational course graduate
- Work Experience: At least 1 year experience in maintenance work (i.e., carpentry, painting, masonry, electrical, plumbing, construction)
- Work Experience: At least 1 year as professional driver

- Language: Thai fluency, Basic English
- Valid driver's license
- Clean driving record
- Experience driving all types of vehicles, including cars, trucks, and vans
- Knowledge of driving rules and regulation, Basic auto repair, Routes and roadways in Thailand
- Pass a regular health check, including eyes, ears, blood pressure, and chest x-ray
- Must be able to perform moderately physically demanding work
- Be able to lift objects weighing at least 35 kg.
- Proficiency with computers, smart phones, mapping applications, and office software.
- Must exhibit good judgment, courtesy, tact and the proper protocol when interacting with Volunteers, staff, vendors, visitors, and other members of the public.
- 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
- Must have good attitude and open-mindedness in working within multi-cultural environment.

#### **Preferred Qualifications:**

- Prior Work Experience: 5 years maintenance work experience (i.e., carpentry, painting, masonry, electrical, plumbing, construction)
- Prior Work Experience: 5 years professional driving experience (i.e., cars, trucks, vans, SUVs)
- Language: Thai fluency, English Proficiency (speaking, reading, and writing)
- Experience as a vehicle mechanic
- Experience driving buses
- Prior experience working with international organizations
- Prior experience working with racially, ethnically, socioeconomically diverse background, and/or living abroad

#### **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: November 27, 2023 – December 26, 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.