



PERSONAL SERVICES CONTRACTOR (PSC) OPPORTUNITY ANNOUNCEMENT

REF NO: FY25-002

OPEN TO: All qualified candidates.

POSITION: Finance and Administrative Assistant

NUMBER OF POSITIONS: 1

SALARY: Compensation from E 318,893 to E 478,305 (gross, before taxes) per year, negotiable based on salary history and experience. Benefits include bonus, meals and miscellaneous allowances, health insurance, and pension plan.

OPENING DATE: 9 June 2025

CLOSING DATE: 22 June 2025 at 17:00 SAST

WORK HOURS: This is a full-time position, requiring 40 hours per week.

LOCATION OF THE POSITION: This position is based at the Peace Corps/Eswatini office in Mbabane.

LENGTH OF CONTRACT: This Personal Services Contract (PSC) position will be for a base period, with up to four option periods, exercisable at the unilateral option of the Peace Corps based on continued satisfactory performance, continued need for the position, and availability of funds.

NOTE: Preference may be given to applicants who are citizens of Eswatini or have obtained the required work and/or residency permits.

The United States Peace Corps, a United States government agency leading Volunteer programs countries around the world, is seeking a Finance and Administrative Assistant.

Under the supervision of the Deputy Director of Management and Operations (DDMO), the Finance and Administrative Assistant (FAA) carries out a wide range of day-to-day financial tasks including recording obligations, examining invoices, timely preparation of payments documents, and monitoring budget execution. The FAA also assists with the preparation of obligating documents, reconciliation of payments and value-added tax, budgeting, and travel.

Minimum Qualifications:

Applicants must address each minimum qualification listed below with specific and comprehensive information supporting each item using the application form. Failure to do so will result in a determination that the applicant is not qualified.

- **Education:** Minimum of a bachelor's degree in business administration, Finance, Accounting, Management, or related field.

- Experience:
 - At least 3 years' practical experience in administrative and financial management.
 - At least 2 years' experience working in a multicultural environment.
- Excellent computer skills (proficiency in the Microsoft 365 suite of applications, including Word, PowerPoint, Excel, Outlook, Teams, and OneDrive), including demonstrated ability to manage, manipulate, and analyze data.
- Ability to read, write, and speak English fluently, including technical English related to finance and administration.
- Excellent organizational and administrative skills.
- Ability to work with minimum supervision.
- Strong interpersonal skills.
- Demonstrated ability to manage competing priorities and meet reporting deadlines.
- Demonstrated ability to manage accounting records and analyze financial transactions, records, and reports.

Desired Qualifications:

Applicants possessing desired qualifications must also address them with specific and comprehensive information supporting each desired qualification.

- Professional level of fluency in SiSwati.
- Current security certification issued by a United States Embassy Regional Security Officer.
- Previous experience working with a nonprofit organization, international organization, nongovernmental organization, or an embassy.

For Further Information:

- The complete statement of work listing all of the duties and responsibilities may be obtained on Peace Corps/Eswatini's website at <https://www.peacecorps.gov/eswatini/about/contracts/>.
- Candidates can download the required application form at the same website. The point of contact is sz01-jobs@peacecorps.gov.

Applicability:

- All qualified candidates.
- All applicants under consideration will be required to pass medical and security checks.
- Peace Corps will not discriminate against an applicant because of that person's race, color, religion, sex, national origin, age (40 or older), disability, or genetic information.

How to Apply:

To be considered for this position, applicants must submit a complete application. A complete application must include the following:

- Cover letter outlining your interest in the position
- Current curriculum vitae or résumé
- Completed application form (available to download at <https://www.peacecorps.gov/eswatini/about/contracts/>)
- Salary history

If any of these documents are omitted, your application will be considered incomplete, and you will not be further considered for the position.

Your application materials will be scored against the minimum and desired qualifications, so please include sufficient information to allow the evaluation committee to assess your qualifications. Do not submit any other documentation with your application.

The complete application should be submitted to:

E-mail Address: sz01-jobs@peacecorps.gov

Subject Line: Attention: Recruitment Team - FAA - Surname, First Name

Any application which does include the appropriate subject header will be **immediately disqualified**.

Note: Paper applications **will not** be considered. Due to the high volume of applications received, we will only contact applicants who will be invited to a technical evaluation or interview. Thank you for your understanding.

Limitations:

- Award of this contract is contingent on availability of funds, continued need for the position, reference checks, medical clearance, and a background check.
- Peace Corps reserves the right to not evaluate or to withhold an offer of a personal services contract to an individual that has a history of poor performance or conduct as a Peace Corps Trainee, Volunteer, or staff member (USDH, PSC, or FSN).
- Peace Corps reserves the right to withhold an offer of a personal services contract to an individual that is a relative or household member of a current Peace Corps staff member.
- Individuals who have current or prior connections with intelligence activities or agencies through employment, related work, or even family relations may be ineligible for a personal services contract.
- The selected individual will be required to comply with any medical and/or training requirements specified for their position in accordance with public health and/or occupational health or safety policies.
- The selected individual may be asked to complete one or more temporary duty assignments at other Peace Corps posts, transfer to another Peace Corps post, or to complete a detail with another USG Agency, and Peace Corps headquarters office, or a post other than the post of assignment. As part of an approved detail, the individual may be requested to perform work that may be specifically in line with or may add to the duties stated in the contract.