

**Peace Corps**  
**Pre-Service Training (PST) Secretary**  
**PSC Application Form**  
**Reference Number: PSC-12-2022**

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Please complete all sections the application form below. A complete application package for this position includes:

- A cover letter in English
- A current curriculum vitae or resume in English.
- Copy(ies) of degree(s) or diploma(s)
- Copies of work certificates (to support your previous employment)
- A valid police record (Casier Judiciaire datant de moins de trois mois)
- This application form

The file name for all application materials should include your first name and surname and the reference number for the position (e.g. PSC-12-2022\_Application Form\_Surname, First Name).

**1. Qualifications Table:** Please complete the two right columns in the following chart.

<b>Minimum Required Qualifications:</b>		
<b>Qualification</b>	<b>Indicate “Yes” for Meets or “No” for Does Not Meet Qualification</b>	<b>Describe Briefly How You Meet the Qualification. Where relevant, indicate the Organization(s) and Position Title(s) Where the Experience was Gained</b>
Completion of secondary school (BAC).		
One year of post-secondary training in secretarial, clerical, or administrative functions.		
At least one year of progressively responsible experience in secretarial, clerical, and administrative field.		

At least one year of experience working in or supporting colleagues in teaching/tutoring or being in a training environment.		
Level 3 written and spoken French		
Level 3 written and spoken English		
Secretarial, clerical, and administrative skills.		
Ability to work independently and simultaneously with multiple staff members as well as with people of different backgrounds.		
Ability to juggle multiple priorities.		
Ability to understand, interpret, and communicate complex transactions, policies, procedures, issues, and inquiries in both English and French.		
Ability to live and work in a rural area with limited infrastructure and comfort.		

Counseling and networking skills.		
Good conflict resolution skills in a cross-cultural setting.		
Enthusiasm and aptitude to learn new IT platforms.		
Proficient at using the Microsoft Office Suite (Outlook, Word, Excel and PowerPoint)		
	<b>Desired Qualifications:</b>	
<b>Qualification</b>	<b>Indicate “Yes” for Meets or “No” for Does Not Meet Qualification</b>	<b>Describe Briefly How You Meet the Qualification. Where relevant, indicate the Organization(s) and Position Title(s) Where the Experience was Gained</b>
Experience with one or more of the following: working closely with or supporting interns or international students; working closely with or supporting volunteers, or significant experience working and living in another culture.		
Experience in a multicultural setting.		
Proficiency in one or more of Togo’s local languages.		
In depth knowledge of rural Togo.		

In depth knowledge of PC/Togo's Volunteer program areas.		
Experience with an American organization and/or American culture.		
Good knowledge of or interest in American culture and issues of cross-cultural differences.		

2. By signing the application below and submitting it to Peace Corps in connection with this solicitation, you certify that you understand the following:

- This position requires a medical evaluation and clearance and I know of no impediments to my ability to receive and maintain such medical evaluation and clearance.
- This position requires a background investigation and clearance and I know of no impediments to my ability to receive and maintain such a clearance.

3. In the last ten years, have you:

- Been fired from a job?
- Quit after being told you would be fired?
- Left a job by mutual agreement following allegations of misconduct?
- Left by mutual agreement following allegation of unsatisfactory performance?
- Left a job for other reasons under unfavorable circumstances?

Yes (if yes, please explain below)

No

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4. Have you ever been employed by an intelligence organization or otherwise engaged in or been connected with intelligence related activities?

Yes (if yes, please explain below)

No

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5. Have you ever served Peace Corps as a Trainee or Volunteer (including Response), or as a staff member (USDH, PSC, or FSN)?

Yes (if yes, please explain below)

No

If yes, please complete the following:

Position Location (country): \_\_\_\_\_  
Position Type (USDH, PSC, FSN, V/T): \_\_\_\_\_  
Position Title: \_\_\_\_\_  
Start Date: \_\_\_\_\_  
End Date: \_\_\_\_\_

**6. References**

List names, relationship, email addresses, and telephone numbers for three professional references. At least one reference should be an immediate supervisor during the last five years.

A. Name \_\_\_\_\_  
Title/Organization \_\_\_\_\_  
Relationship to applicant \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

B. Name \_\_\_\_\_  
Title/Organization \_\_\_\_\_  
Relationship to applicant \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

C. Name \_\_\_\_\_  
Title/Organization \_\_\_\_\_  
Relationship to applicant \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

**CERTIFICATION**

By inserting my name below, I certify that, to the best of my knowledge and belief, all statements made on this form, as well as on all other documents submitted in connection with this application, are true, correct, complete, and made in good faith.

Name: \_\_\_\_\_ Date: \_\_\_\_\_