**Peace Corps**

**Quality Assurance Specialist**

**PSC Application Form**

**Reference Number: PSC-01-2023**

Name:

Email Address:

Telephone Number(s):

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

* This completed application form
* A curriculum vitae or resume in English
* A cover letter in English detailing your interest in the position
* Copies of most recent diplomas
* Work certificates to support your previous employment
* A valid police record (*casier judiciare datant de moins de trois mois)*

The file name for all application materials must include your first name and surname and the reference number for the position (e.g. PSC-01-2023\_Application Form\_Surname, First Name).

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

|  |  |
| --- | --- |
| **Qualification** | **Describe Briefly How You Meet the Qualification.**  |
| Minimum of Bachelor of Science (B.S.), Bachelor of Arts (B.A), or equivalent degree. If you have a higher degree, please also list that here. |  |
| Minimum of five years of professional work experience. |  |
| Experience with records management, audits, compliance, project management, or Volunteer management |  |
| Strong background in data standardization, process facilitation and management (organizational development, tracking tasks and processes, and ensuring accurate documentation) |  |
| Professional oral and written English proficiency |  |
| Professional oral and written French proficiency |  |
| Advanced computer proficiency in MS Office: Windows, Excel, Word |  |
| Experience working with database management software |  |
| Demonstrated intercultural competence, diversity, equity, inclusion, and accessibility related skills and experience. |  |
|  |  |
| Demonstrated ability to synthesize, interpret, and apply regulations |  |
| Versatility, ability to take initiative to resolve problems |  |
| Detail-oriented and organizational skills |  |
| Demonstrated ability to work effectively in a multi-cultural team |  |
| Strong written and oral communication skills |  |
| Experience effectively coordinating complex processes across multiple business units |  |
| Experience in planning and delivering training |  |

1. 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.
1. 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

1. 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

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

 Yes

 No

If yes, please complete the following:

Position Location (country):

Position Type (USDH, PSC, FSN, V/T):

Position Title:

Start Date:

End Date:

1. 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.

1. Name

Title/Organization

Relationship to applicant

Email

Phone

1. Name

Title/Organization

Relationship to applicant

Email

Phone

1. 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: