

## ATTACHMENT I – STATEMENT OF WORK



<b>POSITION:</b>	<b>HUMAN RESOURCES SPECIALIST (HRS)</b>
<b>REPORTS TO:</b>	DIRECTOR OF MANAGEMENT & OPERATIONS (DMO)
<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:**

Under the supervision of the Director of Management and Operations (DMO), the Human Resources Specialist coordinates human resource management, including staff recruitment and hiring, managing personnel records, timekeeping, payroll, benefits administration, performance evaluation, staff development, new staff orientation and on-boarding, and annual staff awards program. In addition, HRS cross-trains on Peace Corps financial and administrative systems to provide back up and support when needed on aspects of financial and administrative operations. Performs all functions and tasks within internal control guidelines ensuring separation of duties and appropriate control of processes. Coordinates with PC/Washington and various U.S. Embassy units.

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

### **Human Resources Management**

#### **PSC Contracts, Payroll, and Contributions**

- Reviews and ensures Personal Service Contractors (PSCs) and other service providers Statements of Work (SOW) are accurate and follow Peace Corps guidance
- Prepares personal services contracts (PSCs) for review and approval by Financial Manager and DMO in accordance with OACM PSC contracting checklist
- Assists with preparing and executing Personal Service Contracts for Post, for long-term and short-term PSCs, and manages and maintains contract files. Ensures security certificates are obtained from the RSO before preparing the contract. Ensure contractor release is signed before final payment is made to a PSC, under the supervision of the DMO/Contracting Officer.
- Reviews and ensures PSCs Attachment III – Benefits are updated and include all due benefits

- Manages initial PSC entry into Odyweb and contract renewal each year thereafter, including all subsequent modifications – from preparation to data entry to modifications, obligation, document upload for submission on Odyweb.
- Inputs non-recurring transactions on Odyweb for bi-weekly payroll processing (any non-recurring ‘+/-’ adjustment on PSC pay)
- Reviews and endorses payroll report for DMO certification. Files and Maintains payroll reports
- Attends to staff benefit concerns and provide administrative assistance such as enrolling new staff for Medical insurance, Life insurance, Workmen’s Compensation, and issuance of certificate of Employment.
- Facilitates staff exit clearance to final payment processing upon separation (end of contract, resignation, retirement, termination).
- Will receive Overseas Contracting Officer training to better assist Admin unit with preparation of staff contracts.

#### **Recruitment**

- Coordinates the whole process of recruitment, selection, and on-boarding process for PSCs, both long-term and short-term PSCs, including PST staff - from advertisement, language screening, setting up panel interviews, requesting character reference, job offer, and contract signing.
- Develops resume scoring rubrics based on SOW and scores each resume in an unbiased fashion.
- Prepares and completes required documents to complete the hiring process – Selection Memo, RSO security certification, Medical Clearance, Character reference checks and the Personal Services Contract for review, signature, and obligation.
- Coordinates New Staff Orientation and On-boarding.

#### **PSC Performance Evaluation**

- Coordinates performance evaluation cycle for PSCs, and the New Hires under probationary period.
- Issues email notification & reminders on performance evaluation policy and procedures, schedule and forms to use.
- Monitors completion & files completed PEFs on personnel contract folder.
- Confers with PSC and the Supervisor on any SOW Update following the year-end performance evaluation to include this in the contract document attachment upon renewal.

#### **Timekeeping**

- Manages timekeeping records of PSC staff for accurate monitoring and reporting including but not limited to leave utilization and balances, compensatory and overtime hour verification.
- Files and Maintains PC-57 reports

#### **Staff Awards**

- Coordinates the annual Staff Awards program – (a) email notifications on staff award policy, Nomination forms and schedule; (b) prepares certificates; (c) coordinates Awards Program; (d) prepares contract modifications for staff cash awards.

#### **Liaising and Correspondence**

- Communicates with US Embassy Bangkok and PC HQ counterparts on matters relating to PSC contracts, security clearances, payroll & benefits, PSC information, and other personnel matters.

- Liaises with external service providers for staff health insurance, life insurance, and workmen's compensation. May also need to consult with US Embassy Bangkok at times as service providers and contracts may be shared.
- Gather and submit documents for short-term staff Police background checks, both name and fingerprints.
- Serves as the internal expert on local labor law and US Embassy local compensation plan (LCP).
- Escorts new USDHs for initial embassy check-in process.
- Serves as back-up for reviewing and approving eCCs for inbound staff
- Provide PTS info to HQ and ITS

### **Record Management**

- Efficient and responsible handling and safekeeping of record documents, both electronic and hard copies per Peace Corps records management policies and procedures
- Maintains personnel files, including performance reviews, contracts, certifications, leave folders, and mandatory contributions reports
- Tracks and coordinates driving requirements for staff, including regular health checks, Smith System Training, and validity of Driver's License.
- Assists Admin Unit in records management and disposal per HQ policy and schedule
- Responsible for regularly reviewing and updating the PSC Staff handbook
- Develops documentation on Position Classification and Compensation administration.
- Prepares certificates for Embassy Award of Staff for Length of Service and Safe Driving Award.

### **Staff Development Program**

- Gathers information on training programs suitable to staff training needs
- Facilitates processing of staff training requests

### **Coordinates Staff Retreats**

- In consultation with Management, initiates staff feedback review, prepares report and coordinates solicitation-review-selection of providers, leading up to the coordination and execution of the staff retreat.

### **Budget, Finance, and Accounting**

- Prepares computation of long-term and short-term PSC contracts and entries in ForPost
- Provides PSCs with payroll information as requested, including individual calculations and certificates of salaries, and advises staff members on personnel administration, payroll and benefits issues, while keeping the DMO informed as needed
- Calculates End-of-Year Bonus, Severance Payments, and Retirements Payments as needed and submits to Financial Manager and DMO for review
- Prepares Workmen's Compensation report and payment to Royal Thai Government (RTG) Social Security Office
- Reviews Third Country National (TCN) staff benefits claims and prepares reimbursements
- Reviews billing and prepares payment for health and life insurance
- Supports DMO and Finance Manager in preparing IPBS, including budgetary needs related to PSCs, staff development funds, and other money to support staff.

- Provides on-going budget evaluation and analysis for PSC Contracts and makes recommendations for effective budget management
- Performs various financial analyses in order to facilitate informed decision making, including salary projections and contractual calculations.
- While serving in a back-up/support capacity, creates obligations, purchase requisitions, payment vouchers (cashier and non-cashier) and travel vouchers in compliance with internal control guidelines.
- Coordinates with DMO, Financial Manager, and AA on issues related to Peace Corps/Thailand finances.
- Enters cash transactions into ForPost on a real-time basis, coding all payments and collections according to policy in the Peace Corps Manual and the Overseas Financial Management Handbook.
- Maintains all records of and ensures the safekeeping of all accountable forms, including collections forms, cashier reimbursement vouchers and/or accountability report forms, and deposit slips.
- Maintains accurate and current files of sub-vouchers, cashier replenishment requests, reconciliation and verification documents, FSC Bangkok reports, and all other relevant cashier documents. Prepares reports as required, meeting timelines as set down by DMO, IFO, FSC Bangkok, Peace Corps/Thailand, and/or Peace Corps/Washington.

### **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 Cashier, include, but are not limited to, the following:

- Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and CD. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
- Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and CD. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
- Coordinates security certifications for short-term and long-term PSCs. Liaises with US Embassy Bangkok to expedite clearances. Tracks and updates new clearances in Odyweb. Send reminders to the RSO Office as needed.
- Arranges ID badges for Peace Corps personnel, local and expat, at US Embassy Bangkok
- Maintains US Embassy MyServices account to better facilitate and coordinate HR issues

### **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.

### **Receiving Officer**

May be designated as a receiving officer if assigned by the Country Director and with the approval of the Regional Director. Responsibilities as a receiving officer include accurate review of goods or services, their accompanying invoices, and the purchase order/contract to ensure that the specifications, quality, amounts, price, timeliness, etc. of the goods are consistent with the terms and conditions of the contract/purchase order after successful completion of the requisite training to perform receiving duties. (See MS 511, the Personal Property Management Handbook and OFMH 19)

### **Occasional Money Holder**

The PSC may be requested to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The PSC may also be requested to courier cash to PC 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.

### **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 or Director of Management and Operations (DMO) as needs require.

### **Required Qualifications:**

- Education: Bachelor's degree in related field (i.e., Business Administration, Human Resources Management, Financial Management)
- Work Experience: Three years of related work experience as a human resources professional or in a similar position
- Language: Thai Fluency, Proficient in English (speaking, reading, writing)
- Thorough knowledge of human resources management and administrative best practices.

- Must have the ability to organize and prioritize a large and diverse workload with strict timelines.
- Must have strong Microsoft Office skills, including Word, Excel, Outlook, and Powerpoint.
- Must exhibit good judgment, courtesy, tact and the proper protocol when interacting with Volunteers, staff, vendors, visitors, and other members of the public.
- 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

**Preferred Qualifications:**

- Education: Masters degree in related field (i.e., MBA, JD, MPA, Human Resources Management)
- Work Experience: Five years experience as a human resources professional or in a similar position
- Experience with US Government financial human resources practices
- Knowledge of Thai labor law
- Experience with financial administration and budget management
- Prior experience working with international organizations
- Prior experience working with people of 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: September 15, 2023 – October 13, 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.