



Peace Corps

Vacancy Announcement
United States Peace Corps in Guyana
Applications are invited from qualified persons to fill a position
with the U.S. Peace Corps in Guyana

POSITION TITLE: Quality Assurance Specialist (QAS)

SUMMARY: The Quality Assurance Specialist (QAS) will champion a culture of quality assurance (QA), continuous quality process improvement, and system simplification at Peace Corps Guyana. A key goal of quality assurance is to optimize systems and processes and make it easier to accomplish Peace Corps Guyana priorities while ensuring compliance with Agency policies. In order to advance the quality assurance agenda, the QAS will take the lead on integrating a QA approach into relevant Peace Corps Guyana activities, serve as Records Liaison/Records Management point of contact, and also train up and support staff in QA related areas. The QAS will play a supportive role in the coordination of site management and site history documentation, ensuring that clear guidance and systems are in place to assist Peace Corps Guyana staff in adhering to high quality and complete site management planning, execution and documentation. The QAS will be responsible for the oversight of VIDA (Volunteer Information Database Application) at Peace Corps Guyana, providing trainings to staff on topics including site management and the latest VIDA updates. The QAS will also be responsible for tracking deadlines and completion status of all mandatory trainings for all staff, in addition to directly providing trainings when necessary. Similarly, the QAS will support Peace Corps Guyana through preparations for Office of Inspector General (OIG) audits and evaluations, along with presenting recurring findings to assist Peace Corps Guyana in proactively addressing common issues. The QAS will track OIG and Regional Peace Corps Safety and Security Officer (PCSSO) recommendations, and support staff in order to bring timely closure to any outstanding recommendations. The QAS will be a key resource in providing quality assurance and process simplification input to Peace Corps Guyana and the Agency.

KNOWLEDGE, SKILLS & ABILITIES

- B.S., B.A. or higher degree. Five years of progressively responsible professional work experience.
- Experience with records management, audit, compliance, quality assurance and project management.
- Strong background in data standardization, process facilitation and management (organizational development, tracking tasks and processes and ensuring accurate documentation).
- Professional oral/written English proficiency required. 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. Experience in planning and delivering training.
- Experience effectively coordinating complex processes across multiple business units.
- Possess a valid driver's license and clean driving record and the ability to pass a background check and maintain a security clearance.

COMPENSATION AND DURATION:

- Base compensation range starts at GYD\$6,073,923 plus benefits, and negotiable based on previous experience and qualifications.
- Upon completing each contract year with satisfactory performance, the incumbent is eligible for an increase in the base salary at time of contract renewal.
- The anticipated contract will be for a base period, with up to four (4) option periods, the contract is unilaterally renewed (annually) at the discretion of Peace Corps based on satisfactory performance, continued need for the position, and availability of funds.
- This contract is contingent on reference checks, background check, medical examination, or other medical information, etc.
- This is a full-time position, requiring a minimum working schedule of 40 hours per week.

Before applying, please review the complete Scope of Work here: <https://www.peacecorps.gov/guyana/contracts/>.

HOW TO APPLY:

Email (Preferred): Send letter of interest, resume, copy of your license and driving record, and (3) professional references (name and phone #) to PCGY_JobVacancies@peacecorps.gov. Put "QAS" and your name in the subject line.

**Applicants must declare any relationships with Peace Corps staff in the letter of interest.

Application deadline is Friday, March 01, 2024 by COB. Applications received after this date may be considered at the discretion of the Contracting Officer. For additional information regarding Peace Corps Guyana, visit <https://www.peacecorps.gov/guyana/>.

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