**Peace Corps**

**QUALITY ASSURANCE SPECIALIST**

**PSC Application Form**

**Reference Number: 24-004-PSC**

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
* A cover letter detailing your interest in the position

The file name for all application materials must include your first name and surname and the reference number for the position (e.g. 22-00X-PSC\_Application Form\_Surname, First Name).

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

|  |  |  |
| --- | --- | --- |
| **Minimum Required Qualifications:** | | |
| **Qualification** | **Indicate “Yes” for Meets or “No” for Does Not Meet Qualification** | **Describe Briefly How You Meet the Qualification. Indicate the Organization(s) and Position Title(s) Where the Experience was Gained** |
| Master’s degree in a related field |  |  |
| Seven years of related professional work experience |  |  |
| Experience with records management, audit, 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) |  |  |
| Experience working with database management software |  |  |
| Experience in planning and delivering training |  |  |
| Demonstrated intercultural competence, diversity, equity, inclusion, and accessibility related skills and experience |  |  |
| Demonstrated ability to synthetize, interpret, and apply regulations |  |  |
| Versatile; ability to take initiative to resolve problems; |  |  |
| Detail-oriented with excellent organizational skills and use of tools to effectively organize work; |  |  |
| Demonstrated ability to work effectively in a multi-cultural team; |  |  |
| Experience effectively coordinating complex processes across multiple business units; |  |  |
| Proficiency in professional oral and written English |  |  |
| Advanced computer proficiency in MS Office: Windows, Excel, Word; |  |  |

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.
* ***All the information given in this form is true and that provision of false information will lead to disqualification of the application***.

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

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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: