



## STATEMENT OF WORK REGIONAL COORDINATOR

*Peace Corps/Senegal's mission is to enable, support and lay the foundation for Volunteers to provide the highest quality sustainable development assistance; to portray the American people in a positive light; and to understand those we serve so as to better serve them. We aim to be the most successful Peace Corps program in the world and to share what we learn with others.*

The Regional Coordinator (RC) is a Personal Service Contractor (PSC) and official representative of Peace Corps Senegal in the regions, responsible for advancing the agency's mission, and supporting the needs of all Peace Corps Volunteers in this area. The incumbent will work under the supervision of the Regional Manager. The duties and responsibilities for this position are broken down into the following categories: Volunteer Support, Site Management, Administration, Regional Office Management and Vehicle Management. Due to the myriads of duties required, the RC requires a high degree of prioritization, organization and attention to details and can reasonably expect to work some evening, holiday and weekend hours. The RC is authorized to operate PC vehicles to perform their work within the scope of outlined duties and act as a Sub-Cashier. Driving is a crucial part of the RC work. The RC spends approximately 75 percent of their time traveling within their geographic area and to Dakar. The RC must be capable of driving a four-wheel vehicle (4X4) with manual transmission and is expected to keep it clean and in good condition. Under exceptional circumstances and with authorization of the Director of Management and Operations (DMO), the RC may be required to drive at night, for example in the case of a volunteer medical emergency.

Regional Coordinators are based in Thies and Tambacounda. Individual site responsibilities are communicated by the Regional Manager to the incumbent.

### VOLUNTEER SUPPORT

- Provide non-technical and logistical assistance to PCVs to support implementation of their project and their continual learning and development in line with the Volunteer Competency Model.
- Contact the appropriate managers in Dakar when problems arise with Volunteers that require support.
- Assist with PCVs' contacts with GOS officials and collaborating partners, including NGOs.
- Ensure quarterly delivery of medical supplies.
- Coordinate contact for PCVs in medical or other emergencies



## SITE MANAGEMENT

- The RC is involved in all the phases of site management and is mainly responsible for the preparation of the site. Site Management includes four key elements: (1) Site Identification, Assessment, Selection, and Preparation; (2) Site Assignment; (3) Monitoring and Supporting Volunteers in Sites, and (4) Site History File Maintenance.
  - Assist the technical teams in assessing/validating sites,
  - With S&S team, ensure that prospective sites meet established programmatic and safety and Security criteria (e.g., safe housing, clearly defined assignment with an organization that shows real interest in working with a volunteer etc.)
  - Prepare site selected by APCDs and approved by the validation team.
  - Select host families and CIFs, and educate them to meet Peace Corps expectations.
  - Provide assistance throughout the installation process and follow up.
  - Complete all site preparation related forms and reports in timely manner
  - Prepare sites in the region(s) he covers through close engagement with local communities, leaders, host families, counterparts and authorities

## ADMINISTRATION

- Act as official Peace Corps/Senegal financial representative and contact person in the regions as defined by the Regional Manager.
- Report to and communicate directly with the DMO and other Admin staff based in Dakar.
- Maintain contact with local vendors, including the Regional Office landlord
- Attend the RC monthly meeting.
- Complete other planning and duties as required by the RC Manager.
- Inherently Governmental Function: Sub-Cashier duties. The IGF may be removed from the SOW by an Overseas Contracting Officer.
  - The PSC may be designated as a sub-cashier after approval by CFO/GAP. Responsibilities as a sub-cashier include performing limited cash disbursements as directed by the DMO, proper disbursing and collecting of funds, proper accounting for advanced funds, safeguarding funds advanced, and accepting personal responsibility and financial liability for funds after successful completion of the requisite training for performing sub-cashier duties.
- Any other duties assigned by the Regional Manager or senior management.



## SAFETY & SECURITY

- Know the PC Office evacuation Plan, the PC Emergency Action Plan and how to use fire extinguisher.
- Able to maintain confidentiality of all sensitive information.
- Address Volunteer safety and security by adhering to Peace Corps site management policies and procedures.
- Identify and immediately communicate Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and the Country Director (CD).
- Assist Safety and Security team to ensure that prospective sites meet established safety/security criteria (e.g., safe housing, access, communication, etc.).
- Monitor volunteer compliance with Peace Corps policies, especially related to safety and security.
- Participate in the design and implementation of the Emergency Action Plan (EAP).
- Knowledgeable and supportive of PC S&S policies and procedures including the timely reporting of suspicious incidents, persons and articles.

## REGIONAL OFFICE MANAGEMENT

- Manage and provide oversight on the schedules and performance of guards and janitorial staff.
- Pay all bills associated with the regional office and request invoices from vendors.
- Keep the office in good working condition.
- Assist in maintaining the RO equipment available and usable.
- Ensure that policies are respected and report to management RO policy violations
- Conduct periodic checks to assess regional office repairs and maintenance, report issues to management and take actions as decided.
- Track RO log and upload house log information into the PC house log tracking system on a monthly basis.

## VEHICLE MANAGEMENT

- Drive a four-wheel vehicle (4X4) with manual transmission and keep it clean and in good condition. Under exceptional circumstances and in emergency situations with authorization from the DMO, s/he may drive at night.
- Transport Peace Corps staff, volunteers, official visitors, equipment and supplies as needed, both inside Senegal and for overnight trips outside of the country as approved by the Country Director and DMO.
- Operate the vehicle safely and in accordance with Peace Corps regulations and ensure periodic maintenance and repair.
- Keep vehicle mileage and fuel logs, track use of vehicle gas coupons in accordance with Peace Corps regulations.
- Prepare trip departure and pre-departure and return checklists.

## 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 required 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.

#### Other Flexibilities:

If there is a time at post, due to a pandemic or for any other reason, when there are limited or no Peace Corps Trainees and/or Volunteers (jointly referred to as "Volunteers") at Peace Corps/Senegal, the PSC may be temporarily assigned during that period, as determined by the Peace Corps Country 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 or increase 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. This temporary assignment also may require the PSC to provide these services and/or support to individuals/or organizations other than those listed in their current SOW such as the host country government, partner organization(s), community member(s), staff, and/or contractors.

#### REQUIRED QUALIFICATIONS:

- Education: Associate's degree (BAC+2) or four years of practical experience working in rural areas in lieu of degree.
- Work experience:
  - At least two years of experience with an international organization.
  - At least two years of experience as an administrative assistant, not including internships
  - At least two years of experience with customer service.
- Languages Skills:
  - Verbal and written communication skills in French and English equivalent to Level 4. Candidates will be tested.
  - Fluent in Wolof. Fluency in another national language spoken in the region is a plus (Serere, Mandinka/Bambara or Pulaar). Candidates will be tested.



- Driving requirements: Valid Senegalese driver's license and good driving record. U.S embassy Smith defensive driving and medical clearance or other defensive driving certification. Candidates will be tested.

DESIRED ADDITIONAL QUALIFICATIONS:

- Excellent verbal and written communication skills in Pulaar.
- At least two years of experience in facilities management or service industry.
- At least two years of experience negotiating or working with large capacity and complex vendors such as Sonatel, Orange, SenEau.
- At least two years of experience with warehouse or inventory management.

Attitude and Personal Attributes

- Proactive and solutions-oriented
- Excellent organizational skills
- Solid knowledge of systems and processes
- Excellent Team player – ability to work within and across teams effectively
- Ability to learn and adapt very quickly
- Discretion
- Ability to multi-task and work in a fast-paced work environment
- Demonstrated willingness to engage in both intellectual and manual endeavors

*This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.*