



Travel and Procurement Assistant (TPA) Statement of Work

The Travel and Procurement Assistant (TPA) is responsible for all aspects of Peace Corps Madagascar's travel arrangements (domestic and international), workshop/conference organization, and for providing significant support in the procurement of non-travel related goods and services. In addition, the TPA serves as the Respiratory Protection Program (RPP) Administrator for PC/Madagascar. Pending headquarters approval, s/he may also serve as alternate cashier for PC/Madagascar. This position is a multi-function position requiring a great degree of planning, flexibility and creativity and a high degree of organization and ethics. Due to the myriad of duties required, the TPA must have excellent prioritization skills, planning and attention to detail and the ability to efficiently juggle multiple tasks simultaneously. The TPA works under the supervision of the Deputy Director of Management and Operations, and in close collaboration with the General Services Manager and his/her team.

TRAVEL

- Coordinates Travel for all official travel by staff and volunteers including, but not limited to:
 - Creating and maintaining staff, volunteers' counterparts and volunteers' travel authorizations.
 - Arranging flights, coordinating with both local and international travel agencies, for staff and volunteers, including for conferences, PCV travel to HOR, such as end of service, medical evacuations, emergency leave, admin or medical separation, etc.
 - Preparing vehicle requests related to international travel
 - Creating initial obligations and managing obligations in FOR Post for travel services.
 - Identifying conference venues around Madagascar for regional conferences and trainings and for PCV consolidation points;
 - Reserving hotel rooms and conference venues for various staff and trainee/volunteer activities; assist in developing contract drafts for hotels to be finalized by the DMO or DDMO.
 - Reviewing and validating staff advance requests and travel vouchers
 - Remaining current on USG travel rules and regulations, including as they pertain to international travel (i.e., Fly America Act, home leave and rest and recuperation travel, etc.).
 - Holder of PC/Madagascar Travel Card; manages selected airline and hotel reservation purchases with travel card.

PROCUREMENT

- With approval of Contracting Officer, independently initiates and tracks procurement of all goods and services needed to support Peace Corps operations in Madagascar.
- Estimates budgets for necessary procurements.
- Identifies best vendors including local, neighboring countries, GSA catalogs, Amazon, etc.; obtains competitive bids and achieves cost savings in accordance with Federal procurement guidelines.
- Prepares paperwork related to necessary procurements.
- As needed, assists Property Manager with inventory management of all office and residential furniture and equipment.

OTHER DUTIES

- Respiratory Protection Program Administrator
 - Responsible for all administrative aspects of the Program, working closely with the Medical Secretary concerning the staffs' registration and completion of all required RPP-related training
 - Serve as the point of contact at post with Headquarters for any RPP administrative queries

- Manage the training files of all staff in the Program and ensure that invoice payments are accurate and timely
- Alternate Cashier
 - Serve as Alternate Cashier for PC/Madagascar, providing emergency cashier services as requested
 - Fill in for Principal Cashier during vacations and other absences, fulfilling all the duties and responsibilities required for day to day cashier operations.
 - **May be designated a principal or alternate cashier.** Responsibilities as a cashier include performing limited cash disbursements as directed by the DMO, proper disbursing and collecting of funds, proper accounting for funds advanced, safeguarding funds advanced, and accepting personal responsibility and financial liability for funds after successful completion of the requisite training for performing cashier duties. **(See MS 760 and OFMH 13)**
- Serve as back-up for other staff due to absence or position vacancy
- Other tasks as directed by the Director of Management and Operations or designee.

SAFETY AND SECURITY SUPPORT

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.

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.

QUALIFICATIONS AND SKILLS:

Required:

- Minimum bachelor's degree, preferably in administration or finance
- Minimum of 2 years work experience in travel logistics management and/or purchasing
- Demonstrated organizational skills and attention to detail.
- Excellent computer skills, particularly in using Outlook (email), Excel and Word
- Ability to communicate (written & oral) in French , English, and Malagasy
- Strong interpersonal skills

Strongly Desired:

- Prior work experience in banking operations or cashiering or money holder
- Prior experience working under US government funding