**Peace Corps**

 **Training Center Manager**

**PSC Application Form**

**Reference Number: PSC-01-2024**

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 in English
* A cover letter in English detailing your interest in the position
* Copies of most recent diplomas
* Work certificates to support your previous employment
* A valid police record (*casier judiciare datant de moins de trois mois)*

The file name for all application materials must include your first name and surname and the reference number for the position (e.g. PSC-01-2024\_Application Form\_Surname, First Name).

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

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Indicate “Yes” for Meets or “No” for Does Not Meet Qualification** | **Describe Briefly How You Meet the Qualification.** |
| **Minimum Qualifications:** | | |
| Completion of Post-Secondary School is required with a minimum of 3 years of work experience in facilities management; | * Yes * No |  |
| At least three years performing progressively responsible similar work is required. | * Yes * No |  |
| One year performing such work in an international organization, or other development organization is required. | * Yes * No |  |
| Fluency in written and spoken English and French are required; | * Yes * No |  |
| Fluency in speaking one or more of the local languages is required. | * Yes * No |  |
| Working knowledge of Microsoft Office Suite; | * Yes * No |  |
| **Desired 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** |
| Advanced diploma in property/estate management or in a related field is preferred. |  |  |
| Experience (preferably three years or more) working closely with or supporting international/National organizations or community-based organizations. | * Yes * No |  |
| One year of Vocational real estate training or work experience is desirable. | * Yes * No |  |
| A current, valid driver’s license A and B is required. | * Yes * No |  |
| Familiarity with office technology and equipment, including computers, scanners, printers, phone systems, etc; | * Yes * No |  |
| Ability to supervise a multi-trade workforce effectively, including devising work schedules and providing on-the-job instruction; | * Yes * No |  |
| Ability to effectively organize time and activities to meet reporting deadlines; | * Yes * No |  |

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.

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

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: