



The United States Peace Corps/Madagascar is recruiting for:

ONE (1) TRAVEL & PROCUREMENT ASSISTANT (TPA)

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. Preference will be given to applicants who are citizens or permanent residents of Madagascar.

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

Interested applicants should go to <https://www.peacecorps.gov/madagascar/contracts> for additional information.

Applications must be received by October 28, 2022 by 4:00 PM, local time.

Applicants must submit their application packets (in PDF format) by email to MG-Jobs@peacecorps.gov

All attachments must be in **PDF format** and **must not exceed 4 MB** for one email.

Please include "**Ref: TPA**" in the subject line of the e-mail.

To be considered, all applications must include the following:

- A letter of interest (in English) along with a CV (in English, and containing the contact information of 3 professional references) addressing the **required** qualifications;
- A photocopy of the ID card; and
- Copies of all degrees and certificates **related** to the qualifications needed for this position.

Applicants with high potential will be asked to come for an interview at the Peace Corps office. Interviews will be conducted in English. Incomplete applications will **not** be eligible for consideration.