



JOB ANNOUNCEMENT

(for Recruitment, PSC Duties, and Performance Reviews)

PSC Position Title:	General Services Assistant
Hours (40 or 48):	40 hours a week
Reports To:	Reports to the General Services Manager, under the Administrative Unit supervised by the Director of Management and Operations.
Coordinates with:	Entire Programming and Training (P&T) Team; other Peace Corps departments (Admin, Safety and Security and Medical).
Supervises Others:	N/A

Minimum Requirements:

At a minimum, the successful candidate's CV should demonstrate the following:

- Education/Certification: High School or Vocational School Diploma.
- Years of Experience: One year of professional driving and/or logistics coordination and/or housing maintenance work and/or inventory management processes
- Proficiency in oral and written English: Fluency in Tetum; Professional working knowledge of English
- Good driving record with valid driver's license B1 (for type or vehicle operated).
- Professional driving experience with 4wd manual-transmission vehicles

Preferred Qualifications

- University Education
- Fluency in English
- Understanding of shipping and customs in Timor-Leste
- Understanding of basic procurement principles
- Skills and abilities with small equipment and vehicle maintenance is desired
- Experience working with foreigners or cultural minority groups at Peace Corps or another international organization of similar size
- Experience supervising a team gained within the last five years
- Knowledge of MS Office computer applications (Word, Excel, Outlook).
- Must be available to respond to emergency situations, including emergency travel, at any time.
- Must be able to perform moderately arduous work.

Background

The mission of Peace Corps worldwide is to promote peace and friendship by:

1. To help the people of other countries in meeting their needs for trained men and women;
2. To promote a better understanding of the American people on the part of the peoples served, and;
3. To promote a better understanding of other peoples on the part of the American people.

The Peace Corps program in Timor-Leste operates at the request of the Government of Timor-Leste and works to support the priorities of the national and local governments as well as those of Timorese community members. Over the 10 years that Peace Corps has served in Timor-Leste, over 200 volunteers have served all over the country.

Your work with Peace Corps will contribute to the collaborative development efforts of Peace Corps and Timor-Leste, and will serve to promote better understanding between the people of Timor-Leste and the people of the United States. The work of a Peace Corps Personal Services Contractor does not limit itself to the role. Active support of the Peace Corps mission is paramount to the job because contractors are representatives of Peace Corps in Timor-Leste.

Objective of the Position

The General Services Assistant (GSA) assists the General Services Manager (GSM) in providing the full range of logistical support to the Peace Corps Timor-Leste program.

The GSA will work as a member of the Director of Management and Operation's (DMO) Administrative Unit under the direct supervision of the General Services Manager (GSM). The GSA is responsible for the physical maintenance of Peace Corps Facilities & Properties, vehicle scheduling and coordinating with drivers for PC vehicle regular maintenance, Storage Management, inventory tracking and record-keeping, Procurement of supplies, serves as duty driver and runs terminal shuttle services, providing transportation for emergencies and other Peace Corps business, providing back-up support for the GSM in all her/his duties.

Tasks & Deliverables

1. General Services Unit Coordination

- Works productively and cooperatively with all members of the GSU to accomplish unit tasks.
- Performs role of GSM when the GSM is on leave or out of the office.
- In conjunction with the GSM, maintains vehicle schedule through coordination with all PC staff members, providing advice on timing of activities and resolving vehicle scheduling conflicts.
- Maintain inventory of office supplies, identify when items need to be re-ordered, stocking and retrieving supplies.
- Maintain inventory of PCVs supplies and equipment
- Issue and monitor the work orders.
- Maintain vendor database up to date.
- Assists GSM to control the existing services contracts and ensures all the services are rendered as per the agreement (AC Maintenance, Pest control, Medical waste disposal, and garbage collection contracts).
- Assist USDH staff to obtain driving permits. Receives interim cash advance to pay for approved and authorized purchases. The PSC will not be functioning as a procurement official but will only be acting as an intermediary between the Contracting Officer and the vendor. 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. Clears cash advances timely and in accordance with regulations.
- Picks up/delivers mail, documents, and packages to/from post office, the American Embassy or other designated sites on a daily or as needed basis. May assist in sorting and distribution of mail. Assists GSM to facilitate incoming and outgoing shipments, mail and custom clearance of household and personal effects of USDH staff as well as Peace Corps property.
- Maintain Office facilities & residences including regular checks/walkthroughs to ensure that the facilities are in good condition. Performs general maintenance in accordance with his abilities, such as changing office light bulbs and conducting minor office and PC staff residences repairs.

- Maintain office equipment in excellent condition, such as Air conditioning generator, fire extinguishers, smoke detectors and fire alarms to make sure they are functioning performs Water Distillers maintenance, and water pumps etc.
- When not performing other duties, reports to the GSM to see if there are any items requiring attention. Such work may include, but is not limited to, loading and unloading of supplies, equipment, furniture, etc.; reorganization of offices and/or residences, cleaning of territory, , etc..
- Makes sure that the storage area is well organized so that the available space is used efficiently;
- Responsible for the distribution and inventory of the phones for PCVs.
- Conducts “Market Basket Surveys” while in the field and submits surveys to Financial Administrative Assistant upon return. |

2. **Property Control**

- Reads and becomes expert on all matters contained in Peace Corps Manual Sections 511 and 515.
- Together with GSM, maintains updated records of the inventory of all Peace Corps property; i.e., office, residential, PCV issued property, and medical furniture and equipment. In conjunction with the GSM, establishes and implements procedures to ensure that property is correctly signed out to staff/PCVs and that it is maintained, safeguarded, and disposed of in accordance with USG policies.
- Coordinates moves of purchased items among facilities, storage of items not for immediate use, and making best use of available space.
- In coordination with GSM in maintaining the SunFlower Inventory System for non-expendable property. This database is kept up-to-date, reflecting all inventory movements, additions and deletions.
- Ensures receiving of expendable and non-expendable property signs receipt. Household inventories shall be completed at time of assignment and verified as correct prior to departure of employee from post.
- Assists the GSM in generating annual (or interim) post property reports for submission to PC/W as requested.
- Works with the GSM and DMO in auctions and/or other disposition of Peace Corps property. Recommends disposition of unused, excess, obsolete or unserviceable equipment

3. **Vehicle Maintenance**

- Becomes familiar with rules and regulations concerning vehicle operation and use according to Peace Corps Manual Section 522.
- Ensures vehicle fleet is in compliance with all local requirements, including mandatory insurance, licensing, registration, and annual inspection report. Performs motor vehicles registration and renewal of annual inspection at Ministry of Transportation and annual insurance with insurance company on timely manner.
- In coordination with the GSM, maintains individual vehicle status file(s) for all official vehicles including USDH vehicles. Included in these files are titles, registration, annual vehicle inspection, Annual insurance coverage, warranties, license copies, maintenance records and other pertinent legal documents. Also included are vehicle reports, accumulated vehicle fuel and maintenance costs.
- Appraises local vehicle repair facilities and makes recommendations related to efficiency, economy and availability to DMO. Ensures vehicles are repaired in a timely manner. Informs GSM and DMO of any difficulties encountered in effecting timely repair. Maintains a schedule of regular servicing (i.e. oil and filter changes, lubrication) and ensures vehicles are serviced on schedule.
- Accumulates weekly vehicle mileage usage logs. Tracks all fuel and maintenance receipts,.

- Provides approved personal use mileage to FAA for preparation of Bill for Collection. Maintains records of personal use approvals.
- Maintains vehicle cleanliness, coordinating cleaning practices with local resources, i.e. washing and vacuuming service providers. Seeks most economical solution and presents recommendations to GSM and DMO.
- In conjunction with the GSM, ensures vehicles are refueled appropriately and in a timely manner. Every evening, while vehicles are located at the headquarters office, if they are beneath ½ tank, ensures vehicles are refueled for next day use (before weekends or holidays they should be left “full”).
- Ensures that vehicles are in excellent condition including preventive/regular maintenance, keeping vehicles clean, maintain vehicle logs, keeping vehicles fueled, and ensure vehicle annual inspection and insurance are valid. , and secure at all times. Monitors the use of vehicles and related equipment and recommends maintenance or disposal as necessary. Performs minor mechanical maintenance as necessary. Identifies and/or recommends competent contractors for major mechanical work and ensures that all work is completed satisfactorily. Records repair and maintenance operations of assigned PC vehicle as outlined in the Vehicle Maintenance Log.
- Assists GSM to entry data in Vehicle Management Information System (VMIS) on timely manner for PC vehicle fuel and maintenance records.

4. Transportation

- When needed, Utilize safe, courteous, and attentive driving skills to transport staff, volunteers, and equipment to various locations throughout Timor-Leste conducting official Peace Corps business. Supports field visits with Volunteers, Trainees, and Staff Members and coordinates with local officials when needed in support of PCV’s and Trainees. Drives and performs “guard” services for PC cashier (or delegate) while transporting cash to and from PC office.
- Serve as Duty Driver in rotation basis as required. The period of the duty driver will be once a month. A Driver who cannot perform the duty driver function for their turn must arrange for coverage and duly inform the GSM of the changes. In specific situations a potential duty driver may be asked to perform more than one rotation as duty driver. The responsibilities assigned to the duty driver are as follows:
 - Be reachable by Peace Corps cell phone and prepared to drive to required sites in case of an emergency;
 - Be able to reach the Peace Corps office within 30 minutes of being notified;
 - Remain in Dili 24 hours/day except on emergencies and/or if specifically requested by the CD, DMO, PCMO, or GSM to do otherwise;
 - Throughout the entire period must not consume alcoholic beverages and be in proper frame of mind to operate PC vehicles;
 - Makes sure that one car (for the duty driver) is filled with fuel before the rotation begins.
- Run terminal shuttle services once a month on Sundays.
- Operates vehicle in a safe manner at all times, complying with all Timor-Leste driving laws.
- Assures that vehicles are properly maintained and operated according to Peace Corps Vehicle policy and USG guidelines, and manufacturer specifications. Maintains records of all trips in Vehicle Log including places visited, times, kilometers traveled, etc.
 - Reports all accidents promptly to the General services Manager, DMO, Country Director and police, providing complete and accurate information. A written report will be submitted within eight hours of an accident. |

Other Duties

- Performs other duties or assignments, when deemed necessary by the Country Director and/or Supervisor for the successful management of Peace Corps operations in Timor-Leste.
- Performs other duties as may be assigned by the GSM and DMO, which are not in conflict with the primary responsibilities of the position such as follows:
- Serves as Back-up GSM when GSM is not available or on leave.
- Provide physical labor assistance when requested.

Standard Roles and Responsibilities

1. Occasional Money Handler may be required 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.
2. Every individual with any involvement in the operations of Peace Corps Timor-Leste, whether U.S. Direct Hire, U.S. Personal Services Contractor, Foreign Service National, Foreign Service Personal Services Contractor or Volunteer / Trainee has duties and responsibilities directly and/or indirectly associated with Safety and Security. These duties and responsibilities include, but are not limited to, the following:
 - Awareness and understanding of all directives of Peace Corps regarding Safety and Security.
 - Awareness and understanding of emergency procedures at both home and office.
 - Awareness and understanding of duties associated with the Peace Corps Timor-Leste Emergency Action Plan.
 - Availability, at both home and office, of staff and Volunteer contact phone numbers and/or email addresses in case the stated individual is directed to establish emergency contact and provide emergency information.
 - Maintains current knowledge of the Peace Corps evacuation Plan, the PC Emergency Action Plan and how to use fire extinguisher in order to ensure adequate level of safety and support for Peace Corps/Timor-Leste Volunteers.
 - Ensure complete confidentiality regarding all information related to Peace Corps staff, Volunteers and Peace Corps/Timor-Leste operations.
 - Any Inherently Governmental Functions (IGFs) such as Supervisor or Receiving Officer
3. Safety and Security Instruction 110
Operates Peace Corps vehicles safely at all times. 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.
4. Inherently Governmental Functions [N/A]

Logistics & Level of Effort & Duty Station

Performs duties during a 40 hour work week. Events may require occasional work in the evenings and on weekends and holidays. May also be required to travel up country. Duty station is the Rua Nuu Laran, Bairro dos Grilhos, Dili. May be required to work in Pre-service Training site during 10 weeks of training.

APPLICANT INFORMATION:**Salary**

Starting at \$11,981.00 annually plus benefits (depends on salary history, experience, and qualifications)

Security Clearance

Candidate must be able to obtain a security clearance which requires a National ID Card and recent/valid Ministry of Justice Requerimento de Certificado de Registro Criminal. Candidates without these documents may apply, but they should start working on obtaining these documents *immediately*. Candidates will also require a valid passport and must not have any restrictions on travel to the United States from previous experience.

Important! Applicants must clearly describe or demonstrate how they meet each of the above qualifications by completing the application form online:

<https://www.surveymonkey.com/r/DBCTTFS> This is the preferred method of applying.

If you have difficulties accessing the form please email your Resume and Cover letter to easttimorpc@peacecorps.gov. The Cover Letter and Resume/CV should be sent as attachments with the applicant's name in the file names. Applicants should use the following subject line for the email: GSA_LastName,Firstname (Ex: GSA_Soares,Pedro). Applications without the correct subject line may be disqualified.

Notes:

- Cover Letter should be written in English to be considered
- Online Resumes/CVs should not exceed 4 pages.
- Please do NOT send additional attachments, such as certificates, at this time. The Cover Letter and Resume/CV should be sent as attachments with the applicant's name in the file names.

The Peace Corps is an equal opportunity employer.

Closing date: position remains open until filled—applicants should apply before 15th January 2021 for priority consideration. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.