



Peace Corps of the United States of America Bamako, Mali Management Notice

PERSONAL SERVICES CONTRACTOR VACANCY ANNOUNCEMENT NUMBER 04 - 15

OPEN TO: All Interested Candidates
POSITION: Programing and Training Secretary
OPENING DATE: June 22, 2015
CLOSING DATE: July 10, 2015
WORK HOURS: Full time (40 hours per week)

Overall Responsibilities of this Position:

The United States Peace Corps/Mali seeks a Programming and Training (P&T) Secretary to work under the supervision of the Director of Programming and Training. The P&T Secretary works closely with all staff to cover all Pre-Service Training (PST) and In-Service Training (IST) needs in terms of typing, photocopying and filing of documents and ensuring that all PST/IST machinery is in good shape. S/he takes part in all PST staff meetings, takes notes of the minutes and dispatches them to all concerned staff for information. The P&T Secretary is responsible to do all PST materials inventory at the beginning and at the end of the Pre service Training. She is responsible for ensuring that the program office runs smoothly, and will also collaborate closely with all the Program Managers to assure proper secretarial support.

Please send an email to pcmalijobs@peacecorps.gov to request a copy of the complete Scope of Work listing all duties and responsibilities if needed.

QUALIFICATIONS, SKILLS AND EXPERIENCE REQUIRED: Qualifications, skills and attributes required to perform the duties of the post include:

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- **Education** - Completion of secondary education; thorough knowledge of modern office procedures; knowledge of protocol; training in business administration desirable. Diploma in Secretarial Studies from a recognized institution;
- **Work Experience** - The candidate must have at least five years of increasingly responsible secretarial work or at least four years practical experience in a relevant field. Previous experience with an international organization is highly desirable.
- **Languages** - Excellent verbal and written communication skills in both French and English.
- **Skills & abilities** - Excellent computer skills. Knowledge of Microsoft office and the internet is a must. Previous experience managing inventory databases. The incumbent must also have experience working in a fast-paced work environment. Excellent interpersonal and communication skills. Preference will be given to those candidates with knowledge of:
 - Training even organization
 - Principles and practice of report writing
 - Principles and practice of business letter writing, translation of documents

The person must be able to multi-task, and feel comfortable working collaboratively with colleagues from multicultural backgrounds. The incumbent must also be able to work independently, and communicate effectively with minimal supervision.

Position Elements

1. Supervision Received: The Director, Programming and Training and Program Manager.
2. Nature, Level and Purpose of Contacts: Works closely with Programming and Training Staff, Country Director, Peace Corps Trainees and Volunteers. Communicates at all levels as required by the job responsibilities.

HOW TO APPLY: Interested applicants for this position must submit the following or the application will not be considered:

1. A resume or C.V. that includes:
 - Professional positions held, identifying duties, responsibilities, dates of employment and reason for leaving
 - Education and training, identifying universities attended, dates of attendance, degrees and diplomas.
 - Professional licenses, Certificates, Registrations
 - An accounting for periods of unemployment longer than three months
2. Three professional references. (One must be from the current employer.)
3. Photocopies of: Academic Diplomas, Certificate of all post graduate training, internships, residencies, fellowships and Professional registrations
4. A cover letter
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

The CV, Cover letter and letter of motivation must be in English. Official translation is not required.

SUBMIT APPLICATION TO:

Attention: HR Specialist, Peace Corps Mali in Bamako Phone: 00223 20213553/20214479

Applications will only be accepted by email to: pcmalijobs@peacecorps.gov

The United States Peace Corps is an equal opportunity employer.

NB: Only pre-selected candidates will be contacted