



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

PERSONAL SERVICES CONTRACTOR VACANCY ANNOUNCEMENT NUMBER 05 - 15

OPEN TO: All Interested Candidates
POSITION: Secretary/Receptionist
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 Secretary/Receptionist. Under the direct supervision of the Director of Management and Operations (DMO), the Secretary/Receptionist is responsible for the overall management of Peace Corps Mali's telephone standard. S/he acts as a Receptionist and Admin Clerk. S/he provides information in response to visitor or telephone inquiries, utilizing personal knowledge of Peace Corps functions, programs, services, and personnel. S/she provides general support to the administrative sections. This position will work closely with other staff members, as well as vendors, contractors, American Embassy personnel, and Malian officials.

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 ATTRIBUTES REQUIRED TO PERFORM THE DUTIES OF THE POST INCLUDE:

- Education - Completion of secondary education; Diploma in Secretarial Studies from a recognized institution;
- Work Experience - The candidate must have at least five years of increasingly responsible secretarial/Receptionist work or at least four years practical experience in a relevant field. Previous experience with an international organization is highly desirable.
- Languages - Excellent verbal communication skills in French and Good working knowledge in English.
- Skills & abilities - Excellent computer skills. Knowledge of Microsoft office and the internet is a must. Previous Experience working in a fast-paced work environment. Excellent interpersonal and communication skills. The person must feel comfortable working collaboratively with colleagues from multicultural backgrounds.

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.
2. Three professional references. (One must be from the current employer.)
3. Photocopies of: Academic Diplomas, Certificate
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.

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