



PERSONAL SERVICES CONTRACTOR (PSC) VACANCY ANNOUNCEMENT

OPEN TO: Qualified Candidates
POSITION: Peace Corps Office Manager
OPENING DATE: 14 August 2013
CLOSING DATE: 28 August 2013
WORK HOURS: 8:30 – 5:30 Monday – Friday (afterhours and weekend work on occasion)

The United States Peace Corps seeks an Office Manager responsible for post logistics, property management, fleet management, purchasing (within designated limits), human resources, events coordination and public relations. This position has an inherently governmental function in supervising up to seven direct reports. This is a multi-function position requiring a great degree of professionalism, communication, flexibility and creativity. In this position, the incumbent assures that all services are provided in a smooth and efficient manner by upholding professional standards within the office, and representing PC with professionalism outside of the office. The Office Manager will need to be able to prioritize, have excellent organizational skills, coordinate well with others and have foresight and problem-solving skills. This is a Senior staff position and is essential to the efficient operation of the Peace Corps office and logistical support for Volunteers and Trainees.

DUTIES INCLUDE:

Purchasing/Procurement

- Conduct vendor searches and quote deliveries regarding the procurement of furniture and equipment for the office and residences. On large and complex purchases such as telephone systems or major renovation contracts, negotiates favorable prices, service, terms of payment, and delivery with at least three vendors in accordance with Peace Corps Manual Sections related to purchasing and contracts.
- Familiar with current local market conditions including price and availability of items procured on a regular basis and adept at procuring such items at competitive prices.
- Ensure that all expenditures correctly comply with Peace Corps and USG procurement regulations, particularly in terms of cost and competitive bidding procedures and that all materials are in good condition and used for intended purposes. Maintains a clear audit trail on competitive bidding for all procurements over designated limits and through the DMO, obtains appropriate approval on all procurements over the designated limits.

Vehicles

- Familiar with rules and regulations concerning vehicle operation and use.
- Ensure vehicle fleet is in compliance with all local requirements, including mandatory insurance, licensing, registration, and certification of fitness.
- Appraise local vehicle repair facilities and makes recommendations related to efficiency, economy and availability to DMO. Ensures vehicles are repaired in a timely manner. Informs 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.
- Accumulate monthly vehicle mileage logs and prepares a monthly summary of usage by vehicle and by driver. Provides to DMO by the fifth workday of the month following report period.

- Coordinate all vehicle requests and trips.
- Supervise drivers, monitoring and promoting good driving and adherence to safe driving policies.

Events Coordinator/Public Relations

- Liaison with the U.S. Embassy on all related business and protocols.
- Facilitator of Public Relations between PC and the community.
- Serve as translator when needed.
- Oversee event preparations and logistics, coordinating between participants, the venue and the community.

Volunteer Resource

- Provide information, guidance and assistance to PCV's regarding post administrative policies and procedures.
- Ensure PCV housing documentation-leases, inventory check in/out forms, are complete.
- Provide training to Volunteers on administrative topics.

Safety & Security

- Initiate and oversee measures necessary for the safety and security of Peace Corps residences, office and vehicles.
- Ensure safe handling of all suspicious mail.
- May serve as back-up Safety and Security Coordinator.

Other

- Oversee human resource functions, ensuring compliance with relevant laws and regulations, as well as coordinating training needs and functions.
- Keep post handbooks and manuals up to date and provides training to staff and volunteers in conjunction with updates.
- Oversee that all PC properties are maintained, coordinating with landlords and vendors on repairs and regular, preventative maintenance.
- Manage office supply levels and usage.
- Supervise the periodic inventory of all Peace Corps property, i.e., office, residential and medical furniture and equipment.
- Establish and implement procedures to ensure that property is correctly signed out to volunteers and staff members and that it is maintained, safeguarded and disposed of in accordance with USG policies. Document appropriate local procedures so that the above is carried out consistently.
- Responsible for all customs, visa, and VAT concerns for Peace Corps Albania.

QUALIFICATIONS AND REQUIREMENTS:

- Education: University degree a requirement.
- Experience: Five years of related work experience required, with at least three years of USG experience. Related work experience should include **all** areas of the position indicated above.
- Language: Proficiency in oral and written communication in both Albanian and English.
- Knowledge: Some knowledge of USG/Peace Corps regulations especially related to procurements and vehicle management; knowledge of identifying and implementing general building and vehicle maintenance procedures.
- Skills and abilities: Demonstrated ability to work in multi-task environment; coordinating staff on several projects, **solid to exceptional computer skills including spreadsheet programs.**

SALARY:

The Peace Corps is an equal opportunity employer and it is the policy of the Peace Corps to provide equal opportunity in employment to all persons, to prohibit discrimination because of race, color, religion, sex, national origin, age, disability, or veteran status. It is the policy of Peace Corps Albania to pay wages similar to those paid by other local employers for similar work. The hiring grade and the exact amount of salary will depend on the qualifications of the employee.

TO APPLY FOR THIS JOB:

Application packages should include a current resume or CV, a cover letter explaining your qualifications for the position, and any references, certificates, or other documents that can demonstrate your skills and abilities. Application packages can be submitted to Monday through Friday from 9:00 A.M. to 5:00 P.M. at the Peace Corps office at Rr. Besnik Sykja, Nr. 15, by mailing them to Peace Corps Albania, PO Box 8180, Tirana, Albania or via email to information@al.peacecorps.gov during the vacancy period. Only applications received on or before August 28th 2013 will be considered. Please address packets to the Administrative Officer. Peace Corps will contact you for an interview. Only qualified candidates will be contacted. Peace Corps has a firm policy that the spouse or immediate household member of any Peace Corps employee MAY NOT be a Peace Corps contractor, or work on a Peace Corps contract.