



Peace Corps Job Vacancy Announcement

POSITION TITLE: General Services Manager

Opening Date: November 11, 2013

Closing Date: November 29, 2013

RESPONSIBILITIES:

The General Services Manager (GSM) is responsible for managing the provision of general services and logistical support for Peace Corps in Albania operations in accordance with the United States Government regulations and PC policy. Under the supervision of the DMO, the GSM provides guidance and administrative support related to inventory, procurement, vehicle management, security and safety, property management/maintenance, logistical support, housing support issues, and other related administrative activities. The GSM will be 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. He/she will maintain professional contacts with providers of local services to facilitate rapid procurement at competitive prices. Prepares reports related to procurement, local market conditions, and vehicle use and maintenance issues as requested by the DMO. This is a supervisory position. Work may require some physical tasks. Routine work will be performed with minimum guidance. As a professional position, it is anticipated that at times the duties and deadlines of this position may require the incumbent to work beyond normal working hours.

REQUIREMENTS:

University degree is required in engineering, administration, or related field of study. Must have 3-5 years of related work experience with a US Government agency, US Government contractor, or other INGO organization. Possess a valid Albanian driver's license and ability to drive using a manual shift. The candidate must have a valid passport and be able to travel outside of Albania. Must be fluent in written and oral English: capability to interpret and translate between Albanian and English. Must possess and demonstrate high quality composition, personal organization and time management skills. Must have demonstrated ability to exercise judgment, discretion and professionalism in dealing with other organizations or vendors to accomplish desired results. Must be computer literate on the PC platform and be functional with various software applications including Microsoft Office, and other software relevant to the duties of this position.

Must demonstrate an ability to work effectively under pressure of multiple tasks and deadlines with continuous interruptions from staff, visitors and phones. Must have ability and experience in negotiations with vendors and other organizations.

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. Salaries are paid in Albanian Leke via EFT to a bank in Albania. 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, Banesa Nr. 2, 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 November 29th will be considered. Please address packets to the DMO. 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.