



## JOB ANNOUNCEMENT

### POSITION: RECEPTIONIST

OPENING DATE: November 16, 2015  
CLOSING DATE: November 30, 2015 @ 5:00 PM  
POST LOCATION: Cotonou – Benin  
WORK HOURS : Full Time - 40 hours/week

---

The United States Peace Corps Benin is seeking an individual for the position of **Receptionist**, based in Cotonou. The incumbent is a Personal Services Contractors. This position reports to the Deputy Director of Management and Operations. Candidate will be responsible for front Office and Switchboard management and providing administrative support to numerous staff members.

This is a multi-function position requiring a great degree of discretion, planning, flexibility, organization and creativity. Incumbent deals directly with PCVs, various local services providers and vendors. In performance of these duties, the incumbent reads and becomes expert on relevant administrative management matters contained in applicable Peace Corps Manual sections. Routine work will be performed with minimum guidance. Due to the myriad of duties required, the incumbent will need an inborn sense of prioritization and organization and can reasonably expect to work some evening hours.

### QUALIFICATIONS REQUIRED:

Applicant must be a Beninese citizen, must not have been employed in intelligence-related activities, and must be able to submit application that clearly documents how s/he meets each of the following qualifications.

Knowledge of Peace Corps practices, policies and administrative operations would be highly appreciated.

- **Education**: at least **Brevet de Technicien Supérieur (BTS)**/ 3-4 years University degree preferred with 2-3 years of clerical and administrative experience;
- **Prior Work Experience**: At least 2-3 years of related Receptionist and clerical duties , preferably in an International Organization
- **Language**: Excellent verbal and written communication skill in French and proficient level of spoken and written in English equivalent to Level 3. Preferred candidate should be able to understand, interpret and communicate policies issues and filed enquiries in both languages as well as translate for American staff as necessary.
- **Knowledge**: Strong Computer and written Skills – Demonstrated knowledge and familiarity with MS Office.
- **Skills and Abilities** : Demonstrated ability to work independently with limited supervision; demonstrated ability to work as a team member in high pressure multi-cultural environment; Display a good communication and customs care abilities and have a good knowledge of phones, and new communication technologies/tools use.

***Complete position description listing all duties and responsibilities is available at <http://goo.gl/UYolz6> and also at the Peace Corps Office upon request.***

**SECURITY REQUIREMENTS:**

A background security investigation will be required. Final appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.

**TO APPLY:**

Submit a letter of interest with specific responses to each of the required and desired qualifications, accompanied by your CV listing three (03) traceable references. Applications will only be accepted in English and via electronic mail at [job@bj.peacecorps.gov](mailto:job@bj.peacecorps.gov) by 5:00 PM on the closing date. Be sure to indicate '**Receptionist**' in the subject title.

Only short listed candidates will be contacted. No telephone inquiries will be entertained. Written and oral communication, language, computer and other possible technical skills will be tested as part of the interview process.

All education and experience must be met by the closing date of this Vacancy Announcement. Security certification requirements must be met before engagement.

Certified copies of degrees earned, certificates, essays and awards that address the qualification requirements of the position as listed above may be required upon selection.

Supervision Exercised: None

Time Required to Perform Full Range of Duties: Full time position 40hours/week

APPLICATION MUST BE RECEIVED BY DEADLINE.  
*The United States Peace Corps is an Equal Opportunity Employer.*