



Employment Opportunity
United States Peace Corps in Myanmar
DEADLINE: June 7, 2015

The United States Peace Corps program in Myanmar seeks a qualified and motivated candidate to fill the following full-time position:

General Services Officer

Salary Range*: \$10,791 - \$21,927 /year (FSN-8 to FSN-10 equivalent)

Anticipated Start Date: August, 2015

**starting salary dependent on experience and salary history*

The **General Services Officer (GSO)** is a key member of the administrative unit, working directly under the Director of Management and Operations in support of the entire Peace Corps Myanmar program.

The GSO's main responsibilities include:

- Provide guidance and administrative support related to inventory, procurement, leases, competitive bidding, maintenance, customs, vehicles, and other items related to the operations and logistics of a Peace Corps post;
- Participate in complex procurement operations, such as lease negotiations;
- Maintain current knowledge of local market conditions, including price and availability of items procured on a regular basis, and commitment to procuring such items at competitive prices;
- Maintain professional contacts with providers of local services to facilitate rapid procurement at competitive prices. Coordinate cooperation with internal and external stakeholders;
- Prepare reports related to procurement, local market conditions, and vehicle use and maintenance issues as requested by the Director of Management & Operations;
- Responsible for occasional money handling and procurements;
- Utilize safe, courteous, and attentive driving skills to transport staff, volunteers, and equipment to various locations throughout Myanmar;
- Perform routine and non-routine maintenance tasks for the office and staff residences;
- Be responsible in conjunction with Director of Management & Operations for the overall management of the vehicle fleet, including maintenance and reports;
- Assist with acquisition and procurement of all supplies for Peace Corps Myanmar;
- Assist with all shipping and customs issues for incoming and outgoing shipments;
- Provide physical labor assistance when requested;
- Assist with deliveries, pick-ups, and other logistical tasks; and
- Compliance with Peace Corps' safety and security policies, particularly related to the safety & security of Volunteers.

Required Qualifications:

- University degree; in lieu of university education, 4+ years of additional experience in a similar position may be considered;
- Minimum 5 years' experience working as a logistics manager/officer, preferably for an international organization. Tasks should have included administration, staff management and supervision;
- property/inventory management, procurement and acquisition, contracting, and vehicle fleet management;
- Possess a valid Myanmar driver's license;
- General knowledge of logistics management;
- Understanding of inventory management processes;
- Understanding of basic procurement principles;
- Knowledge of shipping and customs for Myanmar;
- Skills and abilities with small equipment and vehicle maintenance is desired;
- A working knowledge of Myanmar's road systems, distances and conditions of travel;

- Knowledge of Microsoft Office programs (Word, Excel, Outlook) and ability to learn new computer programs; and
- Willingness and ability to travel frequently.

Desired Qualifications

- Excellent interpersonal communication and organizational/time management skills;
- Proactive attitude and flexibility;
- Ability and willingness to follow directions and training from supervisors;
- Polite manners, professionalism and sense of discretion under all circumstances;
- Experience working in a cross-cultural setting as a part of an intercultural team;
- Excellent attention to detail;
- Desire and willingness to learn and contribute to the mission of Peace Corps;
- Excellent interpersonal communication skills;
- Experience working in international organizations;
- Ability to work independently with little supervision;
- Willingness to take initiative;
- Strong service attitude;
- Personal integrity;
- Strong cross-cultural and interpersonal skills;
- Strong interest in Myanmar's development; and
- Good sense of humor.

Apply by submitting a resume and a one page letter in English which addresses your qualifications for the position. Please address all listed qualifications and include the title of the position you are seeking in your cover letter.

Early application deadline for priority consideration is June 7, 2015, though the position will remain open until filled.

Applications and questions (including requests for the complete Statement of Work) should be sent to BurmaPC@peacecorps.gov. **Applicants who do not address the required qualifications will not be considered for an interview.**

Only qualified candidates will be contacted for interviews. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Candidates chosen for interview will also be required to pass language and skills evaluations.

The United States Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Myanmar. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on www.peacecorps.gov.