

Peace Corps
Jordan



فرق السلام
الأردن

JOB OPPORTUNITY ANNOUNCEMENT

Vacancy Number:	112
Position Title:	RECEPTIONIST/ADMINISTRATIVE ASSISTANT
Opening Date:	August 4, 2011
Deadline:	August 18, 2011
Location:	Amman, Jordan
Area of Consideration:	All Sources

The Peace Corps is a governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for over forty years in more than 139 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people.

Description of Work

The Receptionist/Administrative Assistant works in support of the Administrative Officer (AO) and the Country Director (CD), performing various liaison, administrative, translation, desktop publishing, computer, administrative and clerical duties. The office is small, flexible, and fast-paced. We seek a hands-on team player who knows how to accomplish many tasks at the same time. Strong written and spoken communication skills in English and Arabic required.

Responsibilities include, but are not limited to, the following:

- Provides complete phone coverage.
- Coordinates coverage of telephones and fax machine during lunch break with other assigned personnel.
- Answers the telephone, within three rings.
- Takes messages and ensures messages are given to intended personnel in a timely manner.
- Distributes incoming staff mail as required.
- Updates Volunteer mailing addresses and prepares all mailing labels.
- Upon request by office staff, makes copies in quantities requested within deadline.

- Maintain current staff phone rosters.
- Prepares official letters, reports, cables, faxes, training materials and other documents in Arabic and English.
- Translates and interprets from English to Arabic and vice versa in verbal presentations, written correspondence, and reports. Drafts routine correspondence in both languages.
- Maintains CD's schedule and appointments, answers inquiries, receives guests, tracks periodic reporting dates and submissions, such as monthly and quarterly reports, safety/security compliance, etc.
- Maintains staff personnel files for U.S. Direct hires.
- Manages incoming and outgoing cables, faxes, administrative notices and other correspondence, ensuring the smooth flow of accurate communication.
- Serves as point-of-contact with Embassy Protocol Office.
- Updates VIDA with Volunteer residence addresses, contact numbers and landlord names, contact numbers and any other pertinent information
- Assists in coordinating and analyzing Living Allowance Market Basket, Settling-In, in-country per diem surveys.
- Maintains current Volunteer e-mail lists and physical mailing addresses. Communicates with IT Specialist about any Volunteers email address changes.
- Maintains and distributes all necessary Volunteer forms. Maintains and updates Volunteer files and administrative records.
- Creates, maintains and updates COS table for each Volunteer group.
- Sends all necessary documents to PC/Washington after the Volunteer/Trainee departs and updates Volunteer/Trainee status with PC/Washington and in VIDA.
- Assists Volunteers with documentation pertaining to Home of Record Change, sends related documents to PC/Washington, and updates VIDA.
- Prepare PCV loan verification/deferment letters (documents) for signature
- Assumes all responsibilities assigned in Emergency Action Plan.
- Other duties as assigned by the CD and the AO.

QUALIFICATIONS

<i>Education</i>	A university diploma in marketing or business related field is required.
<i>Work Experience</i>	At least three years of practical work experience directly related to the tasks outlined in Description of Work above or direct experience working with Peace Corps.
<i>Languages</i>	Proficiency in oral and written communication in both English and Arabic.
<i>Other Skills</i>	General office skills including knowledge of word-processing, spreadsheet, e-mail, and database programs, organization, time management, and translation skills.

Remuneration: Depending on professional background and experience a competitive compensation and benefits package is offered.

Additional Comments:

SECURITY REQUIREMENTS: A background security investigation will be required for all hires. Appointment will be a subject to the applicant's successful completion of a background security investigation and favorable adjudication.

After an initial application screening, the best-qualified applicants will be invited to a testing process and oral interviews.

How to Apply

1. Please send a cover letter explaining your interest in the vacancy, CV, two-three letters of references to the address below:

Peace Corps Administration
Jabal Amman, 4th Circle, Ibn Khaldoun St.,
Building # 81, Abu Hassan Trading Center,
Amman, Jordan

You may also email the required documents to hr@jo.peacecorps.gov or Fax: 06 461 9351.

2. Applicants should indicate the vacancy announcement number on their application, email subject line, or on the envelope.

3. Due to the volume of applications received, receipt cannot be acknowledged individually.

4. Only applications received before the closing date will be eligible for consideration. Applications and letters, which are inadequate or incomplete, will not be considered. Only applicants selected for interviews will be contacted.