



# Peace Corps-Philippines

**The United State Peace Corps program in the Philippines seeks qualified candidates for the following position:**

## **GENERAL SERVICES OFFICER**

**(Code: GSO)**

**TYPE OF CONTRACT: Personal Services Contract**

### **BASIC FUNCTION OF POSITION:**

The General Services Coordinator (GSC) works under the direction and guidance of the Director of Management & Operations (DMO) to assume responsibility for the management and direction of the General Services work. Mainly provides essential support in the management of contracts, procurement, facility, property (assets), vehicle and logistical requirements.

### **QUALIFICATIONS:**

- Graduate of a four-year course required.
- Five years of progressive experience in work involving procurement, contracts, logistic and property management
- Minimum 3 years supervisory experience is preferred
- Good understanding of US Government procurement policies and procedures is preferred.
- Good knowledge in preparing and reviewing service contracts.
- When fully qualified, preference may be given to applicants with prior experience working in any US agency within the last two years.
- High level skills in organizing, coordination and keen sense in looking into details.
- Ability to interact and coordinate with other people effectively and efficiently.
- General office skills to include: data research, analysis and interpretation; computer skills including knowledge of word-processing, spreadsheet, e-mail, and database programs; filing and inventory management skills, organization and time management skills.
- Hardworking, responsible, flexible and a good team player;
- Proficient in English and in Tagalog;
- Willing and physically fit to work long hours when needed.
- Holder of an NBI clearance.
- Starting Salary: PhP557,529.00

Send your application letter and resume to [vacancy@ph.peacecorps.gov](mailto:vacancy@ph.peacecorps.gov). The closing date for applications is May 24-Friday at 12nn . Only selected candidates will be contacted for an interview.