



Peace Corps - Philippines

JOB OPENING:

The United States Peace Corps program in the Philippines seeks qualified candidates for the following positions for a 3-4 month Personal Services Contract

ADMINISTRATIVE ASSISTANT

(Code: AA)

**TYPE OF CONTRACT: Personal Services Contract
from May 31 – November 19, 2010**

BASIC FUNCTION OF POSITION:

The Administrative Assistant (AA) works under the direction and guidance of the Training Manager (TM) and Training Admin Coordinator (TAC) to assume responsibility for the administration of the logistical component of Pre-Service Training. This is a full-time, contracted position at the Peace Corps Office, with regular travel to regional training sites. The AA will be required to follow a six-day workweek, with additional preparation time and activities in the evening, and on weekends and holidays as needed with the approval of the Training Manager.

QUALIFICATIONS:

- Graduate of a four-year course, preferably in accounting with three years relevant work experience;
- Proficient in English and Tagalog;
- Excellent skills in computer software applications (i.e. MS Excel, MS Word, Email, etc.);
- Demonstrates cross cultural communication skills;
- Willing to participate in a Training of Trainers course;
- Hardworking, responsible, flexible and a good team player;
- Good working knowledge of administrative procedures, organizational skills and accounting/budgeting skills;
- Holder of an NBI Clearance;
- Ability to perform administrative responsibilities efficiently and in compliance with Peace Corps regulations and policies;
- Willing to travel extensively in Luzon and in the Visayas;
- Experience with Peace Corps trainings – *a plus*.

Send your application letter and resume to pstvacancy@ph.peacecorps.gov.

The closing date for applications is April 18, 2010. Only selected candidates will be contacted for an interview.