



Peace Corps | Nepal

VACANCY ANNOUNCEMENT

Announcement Number: 13-01

OPEN TO: All Interested Candidates
POSITION: General Services Assistant, Personal Services Contractor
OPENING DATE: February 11, 2013
CLOSING DATE: February 25, 2013
WORK HOURS: Full-time; 40 hours/week

The Peace Corps is a U.S. 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 fifty years in 139 countries and for fifty years in Nepal. 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. www.peacecorps.gov

BASIC FUNCTION OF THE POSITION

The Peace Corps program in Nepal places American Volunteers in two-year assignments in villages and towns across the country. Peace Corps is seeking experienced and qualified applicants for the full time contracted position of General Services Assistant (GSA).

Under the General Services Manager's specific directions on procedures, objectives and timeliness, the GSA is responsible for all aspects of property management for the Peace Corps Nepal Office and Residences. The GSA ensures all properties receive required maintenance and necessary repairs including electrical and plumbing systems. He/she performs light repair and painting works and coordinates with local vendors for more complicated services. The GSA also provides administrative support in related areas including inventory, transportation, and procurement and serves as a back-up driver.

REQUIRED QUALIFICATIONS:

- Education & Experience: Bachelor's Degree with 3 years of working experience in facilities management; OR Intermediate Level with 5 years of working experience in facilities management.
- Driving license: Category B with practical experience of minimum of 5 years with clean driving record.
- Language Proficiency: Fluency in English and Nepali – Level IV, written and spoken
- Computer Skills: Good knowledge of basic computer applications (Word and Excel) is required.
- Skills and Abilities:
 - Ability to work with minimal supervision and under pressure.
 - Excellent coordination and logistics management.
 - Approach to work with flexibility and high attention to details.
 - Possess "get the job done right" attitude.
- Preferred qualification – 2 years of Vocational training in Technical Field (Electrical, plumbing, construction, and/or carpentry).

TO APPLY

The United States Peace Corps is an Equal Opportunity Employer. Interested candidates should submit their CV and a cover letter in English addressing the qualification requirements and salary requirements by email to: mtamang@peacecorps.gov or by post to: Peace Corps Nepal, PO Box 15150, Kathmandu, Nepal.