

PEACE CORPS NEPAL
PERSONAL SERVICES CONTRACTOR (PSC) VACANCY ANNOUNCEMENT

OPEN TO: All Interested Candidates
POSITION: Administrative Assistant - Travel
OPENING DATE: July 19, 2013
CLOSING DATE: August 2, 2013
WORK HOURS: 40 per week

The United States Peace Corps seeks an Administrative Assistant for Travel to serve as a full-time, long-term personal services contractor based in Kathmandu.

The Administrative Assistant for Travel will:

1. Provide excellent travel support and logistics for Peace Corps Volunteers and staff for domestic and international travel including:
 - a. Ensure compliance with Peace Corps and U.S. Government travel regulations
 - b. Arrange official international and domestic travel for PC staff, Volunteers and Trainees, and official requests as necessary
 - c. Maintain a list of all upcoming travel, including details regarding dates, schedules, per diem and itineraries (Master Travel Schedule)
 - d. Provide support and logistics to TDY and Official visitors including preparation of welcome packets, hotel reservations, and transportation logistics.
2. Provide excellent Volunteer support including being a Customer Service representative to Volunteers; direct their inquiries to appropriate staff and assist Volunteers with completing administrative tasks
3. Provide administrative support for Peace Corps Human Resources Management including assisting the Financial Specialist with staff recruiting, advertisement placement/receipt of resumes and receipt of applications.
4. Provide general administrative support for the Peace Corps Office such as maintaining administrative file system – promptly and accurately files obligations, voucher and other financial documents.
5. Other related duties as assigned.

REQUIRED QUALIFICATIONS:

Education: Bachelor's degree in a relevant field or in lieu of a degree a minimum of 5 years of directly related experience

Prior Work Experience: Minimum 3 years Administrative experience in a professional office with American or other international organizations.

Language Proficiency: Fluent in both English and Nepali (written and spoken).

Knowledge: International Development Work, Cross Cultural Awareness, Governmental and Non-Governmental Organizations Operations.

Skills and Abilities: Computer experience including Microsoft Office, Outlook and internet; proficiency on adding machines, good working knowledge of administrative procedures, filing, time management and organizational skills, good interpersonal skills and ability to take initiative and work with minimal supervision required. Ability to perform administrative responsibilities efficiently and in compliance with Peace Corps and other relevant regulations required. Exhibits tact and diplomacy when interacting with vendors, contractors and Volunteers.

DESIRED QUALIFICATIONS: Knowledge of travel industry. Knowledge of US Government Travel regulations and policies.

TO APPLY:

Interested candidates should submit their CV and a cover letter in English addressing the qualification requirements and salary requirements by **email to: nepaljobs@peacecorps.gov** . Only applications received by the deadline of Friday, August 2 at 5 PM will be considered.

The United States Peace Corps is an Equal Opportunity Employer.