



Peace Corps – NEPAL

Attachment I: Personal Services Contract Statement of Work

Position Title: Administrative Assistant/Travel
Work Hours: 40 hours a week

The Administrative Assistant/Travel works under the direct supervision of the Director of Management & Operations and in close coordination with other administrative staff. Work tasks will be assigned by the Director of Management & Operations and other staff. The Administrative Assistant provides support to all Peace Corps staff and Volunteers.

The Administrative Assistant shall perform the following clerical and administrative services in accordance with the Peace Corps policies in support of all Peace Corps staff and Volunteers.

Travel Support

- Ensure compliance with Peace Corps and U.S. Government travel regulations
- Arrange official international and domestic travel for PC staff, Volunteers and Trainees, and official requests as necessary
- Prepare Travel Authorizations for all official travel
- Assists traveler to prepare Cash Advance Forms and Travel Vouchers
- Submits E-Country Clearance as needed
- Coordinate with Director of Management & Operations, Financial Specialist, and Cashier regarding travel funds and fiscal coding
- Provide travelers with the following travel documents: passport with appropriate visas, airline/train tickets, complete itinerary, travel authorization, travel advance request form and per diem details
- Maintain Travel Log and Travel Card Payment Log ensuring timely payments to vendors
- Book flights, hotel reservations and secure visas, gather confirmation numbers and confirm all reservations
- Establish and maintain contacts with embassies, airlines and travel agencies
- Collect quotes from various travel agencies to ensure competitiveness
- Maintain a list of all upcoming travel, including details regarding dates, schedules, per diem and itineraries (Master Travel Schedule)
- Maintain accurate and complete travel files by traveler and fiscal year
- Assist in coordinating site visit logistics as requested
- Provide support and logistics to TDY and Official visitors including preparation of welcome packets, hotel reservations, and transportation logistics.

Volunteer Support

- Act as Customer Service representative to Volunteers; direct their inquiries to appropriate staff and assist Volunteers with completing administrative tasks
- Assist departing Volunteers with exit process
- Assist EA in securing and renewing visas for PCT/Vs
- Ensure the confidentiality of Volunteer records under the Privacy Act
- Distribute Volunteer information to staff upon request
- Draft letters, memos, and other correspondence as needed in both Nepali and English (e.g. student loan deferment letters for Volunteers)
- Assists Volunteers with lodging options when requested.
- Collaborates with the Cashier in organizing Cash-In-Lieu competition for COSing Volunteers and maintains data in a spreadsheet.



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- Send and coordinate important mail delivery to Volunteers as needed

Human Resources Support

- Support Director of Management & Operations and Financial Specialist with recruitment and selection process as requested
- Assists the Financial Specialist with staff recruiting including advertisement placement/receipt of resumes and receipt of applications.
- Provide on-going administrative support in human resource management

General Administrative Support

- Maintain administrative file system – promptly and accurately files obligations, voucher and other financial documents
- Copy financial documents as requested by FS, Cashier and DMO
- Assists USDH in VISA and Residency Card process through Embassy
- Assist Pre-Service Training/In-Service Training staff as scheduled and necessary
- Translate for American staff; Translate Nepali/English materials as necessary
- Serves as “IRC Counter” for Medical Inventory Management quarterly inventory (MS 734)
- Perform Reception duties, answering phones and greeting guests (Back-up)
- Other duties as required.

Occasional Money Holder

The PSC may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to training sites, or other locations as directed by the Contracting Officer. The PSC may also be required to courier cash to PC Trainees or Volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.

Safety and Security:

Per MS 270, all members of the Peace Corps staff must be familiar with the Emergency Action Plan and their responsibilities in the event of an emergency. The Administrative Assistant must be knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles. Periodically performs Duty Officer functions requiring 24/7 on-call availability.

Position Elements:

Supervision Received: The Administrative Assistant/Travel reports to the DMO

Available Guidelines: Peace Corps Manual, supervisor's instructions; standard forms, and other Peace Corps guidance.

Exercise of Judgment: Exercises judgment within the confines of job responsibilities.

Authority to Make Commitments: None.



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Nature, Level, and Purpose of Contacts: Interoffice communication at all levels as required including interaction with HQ, Vendors and Volunteers.

Time Required to Perform Full Range of Duties: The time required for a qualified individual without experience in Peace Corps to perform fully and adequately duties of this position is one year.

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 with interacting with vendors, contractors and Volunteers.

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