

## PEACE CORPS PERU (PC/P) VACANCY ANNOUNCEMENT

POSITION: **Deputy Director of Management and Operations (DDMO)**

FSN Grade equivalent: 10

Annual Salary range: Minimum S/. 96,460.00 Soles – Maximum S/. 196,640.00

OPEN TO: All interested candidates with Peruvian residency/ work permit.

OPENING DATE: February 8, 2016

CLOSING DATE: February 26, 2016

### **ALL APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

Please, interested candidates for this position should submit a cover letter and resume to Cynthia Guardia (AA/Human Resources/VE) at Vía Láctea 132, Ur. Los Granados, Surco or to the email: [recursoshumanos@peacecorps.gov](mailto:recursoshumanos@peacecorps.gov), along with other documentation (e.g. certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed below.

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

---

The Deputy Director of Management and Operations (DDMO) as a Personal Service Contractor (PSC), reporting directly to the Director of Management and Operations (DMO), is responsible for:

- Financial assistance and analysis in Peace Corps/Peru (PC/P).
- Direct Supervision of the Administrative Assistant (AA) for Travel, AA for VICA, Grants Coordinator and Information Resource Center Manager.
- Day-to-day management of the Operating Funds budget.
- Procurement duties as Overseas Contracting Officer.
- Serving as Acting DMO as required.
- Overseeing Volunteer Support functions within the management and operations team.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

---

#### ***Accounting, Control of Budget and Obligations (35% of time)***

DDMO is responsible for knowing and implementing all administrative regulations, handbooks, and manuals, including the Peace Corps Manual, the Overseas Financial Management Handbook, the Integrated Program and Budget System (IPBS), the Fiscal Coding Handbook, various instructions on how to operate the Peace Corps FOR Post Accounting System, Cashier's Manuals and Federal Travel Regulations, as well as Peace Corps regulations for international and in-country travel. This also includes operational handbooks on how to manage non-Peace Corps accounts or accounts that belong to different agencies, but are managed in a reimbursable fashion. These latter accounts can be the Special Project Assistance (SPA) Fund of USAID, and funds donated to the Peace Corps by Host Countries or by private sector contributors. They each have very different regulations and requirements that must be abided by.

Accounting functions include:

- Assists the DMO in the preparation, coordination and analysis of historical obligation, liquidation and commitment information, for the estimation of the yearly Operating Plan. DDMO also liaises with Medical, Program and Training Staff, to determine projected needs.
- Assists DMO in maintaining an adequate system of internal controls to ensure compliance with applicable financial rules, regulations and policies.
- Provides the DMO information of projected budgetary needs, derived from historical data of obligations and liquidations in the present and previous fiscal years, as necessary; particularly on recurring expenses.
- Reviews all procurement actions and enters all commitments and obligations in the FOR Post System, after making sure that they conform to all applicable rules and regulations and that there are funds available for that purpose. This includes contracts, leases, purchase orders, medical supply requisitions. In cases of non-conformity, advises the DMO so that corrective action can be taken, prior to registering the obligation.
- Processes all obligation adjustments due to increased/decreased needs or corrections.
- On a quarterly basis, three weeks prior to the scheduled submission of budget reviews, and in consultation with the DMO, reviews all obligations, particularly those of a recurring nature, to make a sweep of all unnecessary accounts and adjust them as necessary.
- In consultation with the DMO, is responsible for conducting monthly reviews of all open obligations, to ascertain their validity, or proceed to adjust or de-obligate them, in order to release PC funds for other purposes.
- Is responsible for reviewing and requesting check payments for the most difficult liquidations (rental payment on leases with deductions and travel vouchers with advances) and making sure that all liquidations are entered into the FOR Post system according to all appropriate regulations.
- Is also responsible for overseeing that proper payment is made to all vendors opportunely and correctly, according to all appropriate rules and regulations. Before processing liquidations, DDMO oversees that staff is reviewing the signature of the receiving officer on the document, that a brief explanation of the goods or services received is in place, it is translated into English, the invoice date is registered, as well as its total amount is verified; and, if the invoice is for services received for a group meeting, it must contain a list of participants to meetings and an agenda of same.
- For liquidations against an obligation registered elsewhere for an allotment of a different post or a donation to PC, DDMO makes sure that the FOR Post System records such liquidations against that allotment and not against the PC/P allotments.
- In the case of liquidations entered by another Administrative Assistant, reviews that such entries are coded properly against the budget authorities, obligations and the correct codes where they pertain, in order to avoid having funds liquidated in different obligations and different budget authorities. In the case of erroneous entries, drafts appropriate journal vouchers to correct them expediently.
- Conducts monthly reconciliations with Washington accounts, makes adjustments to correct discrepancies, as necessary. These reconciliations include accounting reviews of non-PC funds held at post.
- Initiates corrective action when the For Post System or its synchronization with HQ has problems, through a “Track It” system, and follows up until problem is resolved.

Maintains official files for accounting functions performed.

### ***Supervision (20% of time)***

DDMO is responsible to supervise members of the Management and Operations Team. At the time of this update, the DDMO supervises Administrative Assistant (AA) for Travel, AA for VICA, Grants Coordinator and Information Resource Center Manager. Establishes work plans, develops a team approach and evaluates performance of direct reports. Identifies and assesses the training and professional development needs of the staff. Coordinates with DMO to design, deliver and coordinate staff development. Maintains a staff development plan for each direct report. Oversees and manages the SOW to document the current duties and responsibilities of their direct reports.

### ***Contract Management and Procurement (20% of time)***

DDMO must be capable of earning and retaining an appointment as a Contracting Officer of the United States Government. DDMO is responsible for researching, negotiating, preparing, reviewing and executing purchase contracts including services, conferences and goods, blanket purchase agreements, leases, and personal services contracts. As a contracting officer, the DDMO is responsible for overseeing the procurement process and that all procurements conform to guidelines, policy, regulations and law supported by the appropriate contract agreement.

### ***Management of Purchase and Travel Card Accounting (10% of time)***

DDMO registers the purchase of items made through the Citibank Purchase Card by the Purchase Card Holder. Registers the purchase of e-tickets made through the Citibank Travel Card by the Travel Card Holder. Completes all necessary logs.

### ***Special Financial Project Assistance and Other Duties (10% of time)***

- For non-Peace Corps funds, or those of a transitory nature, makes sure that funds are available for that purpose, and that commitment or obligating actions are made according to specific regulations that mandate the disbursement of such funds. This includes the cases when fund obligation is made elsewhere, but the FOR Post System requires mock entries that do not alter fund management performed in HQ.
- In other words, these special funds require very varied processes to be recorded in the FOR Post system, to obligate and liquidate payments according to very distinct rules and regulations.
- As an Overseas Contracting Officer, DDMO acts as liaison and main point of contact with all property lessors.
- Serves as Acting DMO as requested by DMO or CD.
- If trained, serve as Alternate Class B Cashier as requested by DMO or CD

### ***Billing Officer (5% of time)***

DDMO is responsible for Collections, administration and monitoring and serves as the Billing Officer with the following responsibilities:

- Receives vehicle use weekly logs and reviews them for detection of personal use, on a weekly manner; reviews all authorizing documentation for this personal vehicle use, to determine conformity with all rules and regulations. If an authority is not properly recorded or granted, advises the DMO for corrective action. Uses Peace Corps Manual to obtain updated information on what to charge per mile for this personal use; issues the corresponding Bill of Collection (BOC); registers this BOC in a log kept according to PC regulations, and monitors opportune payment. Refers cases to the DMO whenever there is an undue delay
- Reviews cellular telephone bills, to request staff to determine personal telephone calls. Issues the corresponding Bill of Collection (BOC); registers this BOC in a log kept according to PC regulations; and monitors opportune payment. Refers cases to the DMO whenever there is an undue delay.
- Reviews Volunteer and Trainee allowance payment lists against departure Travel Authorizations, to detect overpayment information on their Living, Leave and Settling-In Allowances, workshops and travel advances, for inclusion in PC-10 Forms or collection in cash; issues the corresponding Bill of Collection (BOC); and registers this BOC in a log kept according to PC regulations. These Bills of Collection will be issued to the bank where Volunteers or Trainees have their accounts, in cases when Volunteers or Trainees depart early, before the month being paid.
- Reviews inventoried Peace Corps property assignment and custodial receipts for detection of losses of such equipment and checked material from the resource center or PC/P inventories; issues the corresponding Bill of Collection (BOC); and registers this BOC in a log kept according to PC

regulations. Monitors opportune payment and refers cases to the DMO whenever there is an undue delay.

- Prepares BOC for Cash Host Country Contributions (HCC), if any, according to PC rules and regulations, per information provided by the controller of such contributions. In the case of contributions from outside of Peru, coordinates these receipts with the Associate Peace Corps Directors or other Administrative Assistants.
- Provides the original Bill of Collection to the appropriate person, a copy to the Cashier for the corresponding Collection Action, and maintains a copy in the BOC records.
- DDMO may not serve as the Cash Verification Officer.

## **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. **Education:** University degree in Business Administration or Accounting is required.
- b. **Prior Work Experience:** Ten years of progressively responsible work in technical accounting and/or finance, with at least two years of computerized accounting work are required.
- c. **Post Entry Training:** Organized on-the-job training on Peace Corps OGAP regulations, FOR Posts entries, adjusting and reporting, Fiscal Coding Handbook, the Peace Corps Manual and Overseas Financial Management Handbook and the Volunteer Handbook, is required for three to six months. Attendance and successful completion of a forty hour minimum Overseas Contracting Officer training is required with the first six months of service.
- d. **Language Proficiency:** Level IV (Fluent) High degree of proficiency in both the written and spoken English and Spanish are required.
- e. **Knowledge:** DDMO must have a detailed understanding of the US Government and all Peace Corps Administrative Regulations, Federal Cashier Manuals and Handbooks and other regulatory material. Must also know in detail how to operate under diverse programs, such as PL480, SPA, and PCPP, to ensure proper handling of payments, collections and such related actions as deposits and withdrawals to and from these special funds. Must also have a detailed working knowledge of banking laws in Peru as well as Volunteers accreditation and extension processes that involves several Ministries, APCI and Foreign Affair Ministry. Must have good understanding of a variety of programs such as the sale of personal property.
- f. **Abilities and Skills:** DDMO must be able to deal with a broad scope and range of problems in setting and reconciling accounting records, collections, and payments, which may happen simultaneously. Must have initiative, organizational ability, including attention to detail and accuracy. The ability to read and interpret regulations is required. Also, must have a high moral character, integrity, be versatile, have initiative to appropriately resolve problems, be self-motivated and must be able to deal tactfully with a wide range of individuals of different cultures, and relate well with others as the position requires considerable amount of interaction with other staff members, Volunteers and the general public.
- g. **Keyboard/Data entry:** Advanced with accuracy more important than speed as DDMO will enter large volumes of data into the accounting and budgeting systems in addition to using many a standard suite of personal computer software.

## **POSITION ELEMENTS**

- a. **Supervision Received:** The Deputy Director of Management and Operations is under the supervision of the Director of Management and Operations (DMO).
- b. **Supervision Exercised:** The DDMO directly supervises the Administrative Assistant (AA) for Travel, AA for VICA, Grants Coordinator and Information Resource Center Manager.
- c. **Available Guidelines:** Peace Corps Manuals, Volunteer Handbook, Overseas Financial Management Handbook, Fiscal Coding Handbook, FOR Post regulations and Volunteer Information Database Application.

- d. **Exercise of Judgment:** The DDMO utilizes available guidelines for most matters, but must exercise judgment when deciding whether procurement process is according to regulations for appropriate registration in accounting records; and consults with the supervisor on all other issues.
- e. **Authority to Make Commitments:** When delegated as Acting DMO.
- f. **Nature, Level, and Purpose of Contacts:** DDMO has contacts with Peace Corps/Peru Staff, U.S. Embassy Human Resources and FMO employees, Charleston Financial Service Center, PC/W/OGAP, Office of Budget Analysis, Desk Unit for South America, and FOR Post Support Team, Trainees, Volunteers, APCI, Ministries of Education, Agriculture, Housing and construction, Foreign Trade and Tourism, Health, Environmental Awareness, Economy, and the general public, and uses these contacts to resolve administrative problems.
- g. **Time required to Perform Full Range of Duties after entry into the Position:** One year, which is the full cycle of administrative functions.

### **Availability**

---

The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters (PCHQ) or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps' as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work (SOW) as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.

### **Safety and Security**

---

PSC immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and CD. **PSC is knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.**