

PEACE CORPS PERU VACANCY ANNOUNCEMENT

POSITION: **Safety and Security Assistant**
PSC-7/1

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

OPENING DATE: March 14, 2014

CLOSING DATE: March 21, 2014

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: cguardia@pe.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.

***Peace Corps will not accept applications sent by fax.**

BASIC FUNCTIONS OF POSITION

The Safety and Security Assistant reports to the Safety and Security Manager (SSM) and provides safety and security support to post. The incumbent is responsible for providing administrative support in the areas of Safety and Security and Volunteer services to the Peace Corps/ Peru program.

MAJOR DUTIES AND RESPONSIBILITIES:

I. MS 270 Compliance

(40%)

Provides administrative support for MS 270 verification, collaborates with SSM to ensure that adequate systems are functioning to support Volunteer safety and security. This can include, but is not limited to:

- Lead staff person who receives information from Volunteers, via email, phone calls, text messages and in person, regarding their whereabouts, and who is responsible for entering all required information into the VIDA database. This is a key task that must be undertaken a variety of times on a daily basis.
- With SSM's review and approval, submits weekly PCV Whereabouts Report to Senior Staff.
- Under the direction of the SSM or Duty Officer, sends advisory text messages and/or email messages to the PCV community and/or Peace Corp Volunteers Warden (PCVW).
- Maintain and updates Staff Duty Rosters, serves as the go-between person in the transfer of duty phone/binders, and ensures that the next serving staff is aware of upcoming duty officer responsibilities. In addition, the SSA is responsible for updating and posting the Duty Officer List on the respective office bulletin boards.
- Maintains and updates the contents of Duty Officer Binder.
- In coordination with the SSM, maintains and updates the contents of the PCVW binders.

- Ensures that all site locator forms are filed in the office, are current, and that the PCV communication access is accurate.
- Ensures that all site history forms are available, integrated and computerized, filed geographically, and up-to-date.
- Ensures that all Volunteer site selection criteria and visits are documented and filed appropriately.
- Regularly updates and monitors safety and security data in the VIDA database (i.e. Volunteers, Consolidation Points, EAP events, sites, reports, return sites, etc.)
- Maintains geographic maps of PCV site locations in the PC conference room Maintains updated the photos of the Volunteers with the according site information
- Maintains and updates the contents of the EAP appendix.
- Manages filing of safety & security files/documents.
- Assist in other administrative tasks, as directed by SSM.
- Assists in the implementation of the EAP, a communications drill or in any other safety and security measure when requested by the Country Director or the Safety and Security Manager. Reports any direct or in-direct knowledge of a safety and security incident experienced by a Volunteer or Trainee to the Safety and Security Manager.
- Coordinates with the Regional Coordinators (RCs) things related with Safety and Security within their regions, This can include, but is not limited to::
 1. Safety Transportation. (Buses and taxis)
 2. Safe areas (Hotels, bars, restaurants)

II. Information sharing (10%)

- Assists the SSM in the development and organization of safety and security resources such as manuals, books, leaflets, pamphlets, slides, videos, and memos and makes their contents and Peace Corps policies known to staff and Volunteers.
- In coordination with the SSM maintains post crime statistics updated.

III. Training (10%)

- Assists the Safety and Security Manager (SSM) with the planning, preparation and closeout of the logistical, administrative and financial requirements for Regional Meetings, PCVWs training events and/or other training/meetings that fall within the SSM's responsibility. Key tasks include:
 - Sending invitations to the events to PCVs, keeping track of responses and following up on those who have not yet responded.
 - Completing a workshop planning form.
 - Arranging lodging and meals and transportation to support trainings and meetings.
 - Making photocopies of needed materials, and gathering together required resources, materials and equipment for the event.

IV. Site Selection and Monitoring

(10%)

- Assists the SSM when working with the Peace Corps Medical Officer (PCMO) and Program Managers (PMs) to develop and maintain Volunteer site and housing selection criteria and procedures.

V. Incident Reporting and Response

(10%)

- Works closely with the SSM to follow procedures for incidents reporting by Volunteers (police follow up, property damage, reimbursement for stolen properties)
- Helps coordinate PCV and local Police contacts/communication in the incident reporting process as needed.

VI. EAP Planning and testing

(10%)

- Under the direction of the SSM and CD, coordinates the testing of the EAP with staff at least once per year. In collaboration with other staff, prepares a written report of the results of the EAP test and distributes it to all interested parties. Assists with EAP revisions as needed.

VII. Other Duties

(10%)

- In collaboration with the SSM and CD, follows-up on recommendations from PCSSO visits.
- In collaboration with the SSM/CD/AO/PCSSO/General Services Officer (GSO), follows up on Regional Security Officer (RSO) security recommendations for the Peace Corps office.
- Under the direction of the SSM coordinates monthly Emergency Drills with the office such as duck and cover, earthquake drills, fire drills and more.
- Performs other safety and security duties as assigned by the SSM or the Country Director.
- The PSC shall serve as an occasional money holder. This authority allows the PSC to accept interim advances and to provide funds to trainees, Volunteer and/or vendors based on the authorization of direct hire staff (OFMH 13.18.3)

Availability

The Contractor is subject to worldwide availability and may be requested by the Peace Corps to 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 as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

Education: Completion of two years of college/university studies in administration, executive assistant, or related fields are required, Preferred formal security training offered by the military, police or other Peruvian security organizations.

Prior Work Experience: Two years of progressively responsible experience performing administrative assistant duties, preferable in Safety and Security areas.

Post Entry Training: On the job training on USG security regulations, PC safety & security guidelines and related administrative regulations and procedures. Must demonstrate complete understanding of the philosophy and goals of the Peace Corps and the development needs and goals of the host country within the first year in the position.

Language Proficiency: Level III (Good working knowledge) English ability is required, Spanish Level IV (Fluent)

Job Knowledge: Must know applicable Peruvian laws. Must have knowledge of the operational procedures of the Peruvian legal system and the Police Force.

Skills and Abilities: Must possess a valid driver's license. Strong computer skills. Abilities to maintain good working relationships with Peace Corps staff (American and Peruvian) and Volunteers. Must be highly organized and multi-tasking. Must be able to work under pressure. Should be able to work overtime and travel within Peru as required by the job. Capable of performing analysis and interpretation of data, as well as the presentation of findings in written and oral form concisely.

POSITION ELEMENTS

- a. **Supervision Received:** The incumbent's work is supervised by the Safety and Security Manager.
- b. **Supervision Exercised:** This is not a supervisory position.
- c. **Available Guidelines:** Peace Corp Manual, PCSSO guidelines and regulations, PC/Peru Volunteer Handbook, Emergency Action Plan, Staff Handbook and various other applicable PC and State Department Guidelines.
- d. **Exercise of Judgment:** Incumbent utilizes available guidelines for most matters, but must rely on own judgment in all cases except those which are unusually complex.
- e. **Authority to Make Commitments:** N/A
- f. **Nature, Level, and Purpose of Contacts:** Incumbent has contact with Volunteers, PC/Staff.
- g. **Time required performing full range of duties after position entry:** One year.