



Peace Corps/Sierra Leone
Freetown, Sierra Leone
Phone: +232 (0)78-200-900

VACANCY ANNOUNCEMENT

POSITION: PST Secretary

CLOSING DATE: March 29, 2011

Position Contract Date: May to August, 2011

LOCATION: Makeni, Sierra Leone

The United States Peace Corps Agency in Sierra Leone is seeking individual for the position of PST (Pre-Service Training) Secretary. Under the general direction of the Training Manager (TM), the Pre-Service Training Secretary is responsible for performing standard secretarial and administrative support functions for the PST Team, particularly the DPT (Director of Programming and Training) and Training Manager. The PST Secretary reports to the DPT, receives daily guidance from the Training Manager, and cooperates with all Peace Corps staff.

Duties and Responsibilities

- Provides clerical support to the PTO, TM, LCC, PMs and PAs by typing reports and various other written products, distributing them via hand delivery, mail, fax and e-mail, organizing and maintaining paper and electronic files, keeping calendars and answering the telephone.
- Maintains contact/address list for all training partners and contacts.
- Organizes meetings by contacting participants, arranging meeting venues, ensuring supplies are on hand, and recommending meal venues.
- Attends staff meetings as indicated; takes notes and prepares and distributes minutes electronically and in hard copy.
- Organizes and manages training/programming office supplies and training/programming materials.
- Photocopies and binds training manuals.
- Maintains timesheets for all P&T staff, checks for completeness, and submits to Administrative Assistant every two weeks.
- Provides administrative and secretarial support to the TM at the Training Site for the duration of PST. This includes:
 - Ensuring that the main PST phone line is answered during business hours
 - Receiving and distributing mail, packages and other correspondence.
 - Maintaining office equipment .
 - Tracking and distributing stationary products and office supplies
 - Maintaining PST files up to date.
 - Providing secretarial back-up for staff as needed
 - Participating in pre-service training planning meetings.
 - Providing administrative support to the PCMO as needed.

Other Duties

Be knowledgeable and supportive of PC/Sierra Leone's safety and security policies and procedures, to include timely reporting of suspicious incidents, persons or articles.

QUALIFICATIONS REQUIRED

1. Education: Minimum of a senior secondary education
2. Language: Reading, writing and speaking fluency in English in addition to Krio and/or other local languages
3. Experience: At least 2 years clerical, computer and administrative experience required
4. Skills:
 - Computer skills, including strong working knowledge of Microsoft Word, Excel and Outlook
 - Efficient with good organizational skills
 - Good interpersonal skills
 - Ability to be a team player

Application Deadline: March 29, 2011

To apply:

Required Documentation for Application

1. Cover Letter addressing candidate's qualifications for the position.
2. A resume or curriculum vitae.
3. The names and contact information for 3 references who can attest to work experience and interpersonal skills.

Please note:

- ✓ Only individuals selected for an interview will be contacted
- ✓ Interviewees must provide documentation of diplomas, certificates, etc. at the interview
- ✓ All experience, skills, qualifications, and references will be verified
- ✓ Contract is contingent on a security background and medical check

Submit applications to pcjob@sl.peacecorps.gov or # 34 Oldrailway Line, Signal Hill, Wilberforce, Freetown or The District Education Office in Makeni no later than March 29, 2011.