



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

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## **VACANCY ANNOUNCEMENT**

**POSITION: PST Secretary**

**CLOSING DATE: January 27th, 2012**

**Position Contract Date: March to August, 2012**

**LOCATION: March to May, 2012, Freetown, Sierra Leone**

**May to August, 2012, Site to be Determined (Outside of Freetown)**

The United States Peace Corps Agency in Sierra Leone is seeking an individual for the position of Pre-Service Training (PST) Secretary. Under the general direction of the Training Manager (TM), the PST Secretary is responsible for performing standard secretarial and administrative support functions for the PST Team, particularly the Director of Programming and Training (DPT) 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 DPT, 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 staff, trainees, partners, and contacts.
- Attends staff meetings as indicated; takes notes and prepares and distributes minutes as instructed.
- Organizes and manages training/programming office supplies and materials.
- Photocopies and binds training manuals.
- Maintains timesheets/book for all staff, checks for completeness, and submits to Administrative Assistant every two weeks.
- Provides administrative, secretarial, and logistical support to the DPT and 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.
  - Organizing meetings by contacting participants, arranging meeting venues, ensuring supplies are on hand, and ensuring caterers are punctual.
  - Providing secretarial back-up for training staff as instructed by TM
  - Participating in pre-service training planning meetings.
  - Ensuring that training rooms are prepared prior to the sessions.
  - Providing administrative support to the medical unit as instructed by TM.

### **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 diploma or degree
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, Internet and Email, and preparing laptop and projector for presentations
  - Efficient with good organizational skills
  - Good interpersonal skills
  - Ability to be a team player
  - Ability to maintain confidentiality of sensitive materials/discussions
5. Availability:
  - Willing and able to be stationed for three months in Freetown.
  - Willing and able to be stationed for four months outside of Freetown.
  - Willing and able to work in the evenings and on weekends.

**Application Deadline: January 27th, 2012**

### 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](mailto:pcjob@sl.peacecorps.gov) or # 34 Old Railway Line, Signal Hill, Wilberforce, Freetown no later than January 27th, 2011.**