



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

VACANCY ANNOUNCEMENT

POSITION: GENERAL SERVICES ASSISTANT

CLOSING DATE: April 25, 2014

LOCATION: Freetown, Sierra Leone

The General Services Assistant (GSA) works under the direction of the General Services Manager and is responsible for assisting with the maintenance, inventory, and disposition of all Peace Corps property, both expendable and non-expendable. The GSA assists the GSM with ensuring official vehicles are maintained in good working conditions at all times and offices and equipment remain in good repair. Helps monitor utility providers ensuring the most reliable service possible and payment. This is a multi-function position requiring a great degree of energy, flexibility and creativity. In this position, the incumbent assures that all services are provided in a smooth and efficient manner. Due to the myriad of duties required, the GSA must have an excellent sense of prioritization.

Duties and Responsibilities

- Assists with coordinating and prioritizing the daily work schedules of Drivers and Janitors/or B&G staff.
- Procures supplies, furniture and equipment for post as directed.
- The GSA needs to be familiar with current local market conditions including price and availability of items procured on a regular basis and adept at procuring such items at competitive prices.
- Assists GSM with developing and maintaining contacts with vendors regarding availability, quantity discount prices, etc., in order to facilitate rapid procurement. Maintains files on pricing data and vendor contacts for the purchase of property supplies and services.
- Assembles all supplies, equipment and materials for training activities under the direction of the GSM and in accordance with a calendar established by the programming staff and approved by the Country Director.
- Conducts inventories, maintains inventory records and database, and ensures all Peace Corps property is accounted for and maintained in good condition. Assists GSM with proper disposal and reporting accordance with Peace Corps and USG policies.
- Based on written work orders, makes minor repairs to buildings (office and residences), machinery, fixtures, and vehicles within technical capability.
- Ensures all offices and residences have adequate utilities and that all utility bills are paid in a timely manner.

Applicants with the following qualifications are encouraged to apply:

- Education: Minimum of secondary school certificate.
- Experience: 3 to 5 years of related work experience.
- Language: Proficiency in oral and written English.
- Job Knowledge: Experience in managing logistics for an organization.
- Knowledge of MS Office computer applications (Word, Excel, Outlook).
- Experience working in a cross-cultural environment with U.S. citizens.
- Previous work for USG
- Licensed driver with a clean driving record.

Applicants for **General Services Manager** and **General Services Assistant** may send their application to SL01-pcjobs@peacecorps.gov . Please include “**Ref: General Services Manager or General Services Assistant**” in the subject line. Additionally, hard copies of applications can be sent to:

Director of Management and Operations
Peace Corps/Sierra Leone
34 Old Railway Line
Signal Hill
Freetown, Sierra Leone

Please include “**Ref: General Services Manager or General Services Assistant**” on the envelope submission.

All applications must include:

- A letter of interest along with a CV containing the contact information of 3 professional references and addressing the required qualifications.
- A legalized photocopy of the ID card, and
- Copies of all certificates related to the qualifications needed for this position.
- All experience, skills and qualifications will be verified.
- Employment is contingent on a favorable security background and medical check.

Applicants with high potential will be asked to come for an interview at the Peace Corps office.

Peace Corps reserves the right to consider applications from this announcement within the next six months.