



## UNITED STATES PEACE CORPS JOB ANNOUNCEMENT

**Position: Administrative Assistant, short term (4 months) Lusaka**

### **Basic Functions:**

The Administrative Assistant provides Administrative, Travel, Secretarial, Clerical and Logistical support to the PC/Zambia under the direct supervision of the Deputy Director of Management & Operations.

The Administrative Assistant will manage all official travel arrangements for Peace Corps Volunteers and staff; Prepare Travel Authorizations, Travel Advances, Travel Reimbursements, make reservations, log on the board all itineraries as well as the log sheet in the "Office Share" folder. The incumbent will also ensure that all In-country travel vouchers are cleared within 3 days upon completion of a domestic trip and or international trip.

### **Main Duties will include but not limited to the following:**

#### **Travel management**

- Examining travel vouchers that are connected with in-country and international travel involving transfers, movement of Household Goods (HHG), and use of multiple form of transportation (carriers) including U.S. and foreign.
- Prepares all travel authorizations and travel advance applications including airlines reservations,
- In the case of shipments, ensure that each shipment is recorded and that total shipment allowances (e.g., weight entitlement based on time of shipment vis a vis issuance of orders, family size and other criteria) have not been exceeded, bearing in mind weight already dedicated to any personal effects already in storage elsewhere.

#### **Workshop Management:**

Coordinate all domestic workshops; identify venues, negotiate charges, draft contracts, arrange meals for special cases, visit lodge prior and after workshop to finalize bills, reconcile bills upon completion of workshop etc.

### **Required Qualifications:**

**EDUCATION:** Successful Completion of secondary school including a minimum of two years certification in Business, Accounting, Technical and/or Vocational Training is required.

**EXPERIENCE:** Three years of performing progressively responsible work in voucher examining, accounting, disbursing or bookkeeping.

**KNOWLEDGE:** Must possess and apply substantive knowledge of travel, procurement and payment regulations including ability to interpret and apply provisions of leases and contracts.

To apply, submit an application letter that clearly addresses the Required Qualifications, CV and list three references. Applications must arrive at the Peace Corps Office on or before the closing date of **April 6, 2015**. **Only short-listed candidates will be notified and no telephone inquiries will be entertained.**

#### **Address applications to:**

**The Human Resources Specialist, Peace Corps Zambia  
Plot 71A Kabulonga Rd.  
P.O. Box 50707, Lusaka, Zambia**

Email: [zm01-jobs@zm.peacecorps.gov](mailto:zm01-jobs@zm.peacecorps.gov) clearly stating position applied for in subject line