



# UNITED STATES PEACE CORPS

## JOB ANNOUNCEMENT

### ADMINISTRATIVE ASSISTANT

#### **General Description**

The Administrative Assistant is a full time position under the direct supervision of the Director of Management & Operations (DMO). The Administrative Assistant (AA) is responsible for a variety of administrative, logistical and financial functions in support of Post. This is a multi-functional position requiring a high degree of energy, flexibility, sense of prioritization, planning and attention to detail. The Administrative Assistant provides support to the Administrative unit and maintains professional contact with staff, vendors and Peace Corps Volunteers to facilitate all administrative needs. The Administrative Assistant is authorized to act as an Occasional Money Handler (OMH).

The Administrative Assistant will work 40 hours per week, generally Monday through Friday with exception as assigned.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

##### **Administrative Support**

- Performs general clerical duties to include, but not limited to, photocopying, faxing, mailing and filing
- Sets up and coordinates meetings, prepares agendas, attends meetings as requested in order to record minutes, compiles, transcribes and distributes minutes of meetings
  - Files receiving reports, shipping documents

##### **Human Resource Support**

- Maintains PSC and FSN Staff Time and Attendance (T&A) records as well as keeping up to date T&A forms for all in-country staff.
- Ensures that T&A records and tracking is in compliance with local compensation plan and labor guidelines as set forth by the US Embassy Zambia
- Coordinates Health Insurance for Staff (PSCs) – Employee Health Benefit System Records

##### **Volunteer Support**

- Assists DMO with Settling-in-Allowance and Living Allowance Survey
- Coordinates shipping of unaccompanied baggage for PCVs
- Prepares in-country and international travel authorizations for Volunteers and submits to DMO and CD for approval
- Prepares Disbursement vouchers for Trainees and Volunteers

- Management of Volunteer In Country Allowance (VICA)
  - Populating Trainee information
  - Advising PCVs of approved vacations
- Performs other duties as may be assigned

**REQUIRED QUALIFICATIONS**

- Completion of Secondary School and Vocational training in Typing and Secretarial including One year of college or technical study in computer training is required
- Diploma in Business Management or related field would be an added advantage
- Minimum of 3 years working experience in related field is required
- Knowledge of principles and practices of organization, planning, records management and general administration is required
- Ability to communicate effectively including Good writing, analytical and problem-solving skills
- Level 3 (good working knowledge) of English is required

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 **May 22, 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