



UNITED STATES PEACE CORPS JOB ANNOUNCEMENT

Peace Corps is a United States Volunteer Organization dedicated to grassroots development and economic growth in developing countries. It has been operating in Zambia for more than 19 years. Peace Corps Zambia wishes to invite applications from suitably qualified persons to fill the position of **Pre Service Training (PST) Logistics Coordinator (January through August)**

In order to qualify, the applicant must be a **Zambian Citizen** and must not have been employed in intelligence-related activities.

Location: Chongwe/ Chipembi

Salary Range: Based on the Local Compensation Plan – Grade FSN 7 equivalent.

Basic Function:

The PST Coordinator is responsible for overseeing the logistical aspects of the PST, direct supervision of all support staff, including drivers, kitchen staff, household staff, and guards. S/he Plans, directs, and coordinates the use and maintenance of motor vehicles, buildings, grounds, and related equipment maintenance and repair program including purchases of a variety of “off the shelf” commodities as well as requesting special items and services for the upkeep of the PST site, equipment, and vehicles.

Required Qualifications:

1. Completion of secondary school and a certificate in a major maintenance trades field is required.
2. Three years experience in fleet management, building and equipment maintenance, including clerical, dispatcher, chauffeur, automotive mechanic skills is required
3. Must have a good working knowledge of the English language (Level 3)
4. Must have a good knowledge of automotive operation, safety, and maintenance of buildings, grounds, and related equipment including good work knowledge of Peace Corps Zambia procurement procedures, regulations and instructions that relate to purchasing “off the shelf” items.
5. Must have a valid local driver’s license.

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 **November 18, 2013**. 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 clearly stating position applied for in subject line

Copies of complete position descriptions listing all duties and responsibilities are available on request.