



STATEMENT OF WORK: FACILITIES MANAGEMENT SPECIALIST

Peace Corps/Senegal's mission is to enable and support Volunteers to provide the highest quality sustainable development assistance; to portray the American people in a positive light; and to understand those we serve so as to better serve them. We aim to be the most successful Peace Corps program in the world and to share what we learn with others.

POSITION SUMMARY: The Facilities Management Specialist (FMS) position is based in Dakar and reports to the General Services Manager (GSM). The incumbent assists the GSM in assuring post operational efficiency and effectiveness and in that capacity is in charge of coordinating the work of one General Services Assistant Electrician and three Janitors based in Dakar. The FMS is responsible for overseeing the maintenance, repair, and overall management of Peace Corps Senegal's facilities and equipment.

This is a multi-functional position requiring a high degree of energy, flexibility and self-direction. Due to the myriad of duties required, the FMS will have an inborn sense of prioritization, customer service skills, planning and attention to detail capabilities, and the ability to efficiently delegate and follow-up on assigned tasks, and set strategic vision. The position requires working some evening, holiday and weekend hours. The FMS is authorized to operate PC vehicles to perform work within the scope of outlined duties, act as an Occasional Money Handler (OMH), and receiving officer.

FACILITIES MANAGEMENT

- Coordinate and ensure provision of general maintenance and repair of the Peace Corps offices, Peace Corps office grounds, USDH staff Residences, transit house, regional offices & Thies Training Center (TTC) and manage progress of ongoing Work Orders
- Ensure completion of necessary safety and security upgrades to offices, US Direct Hire (USDH) staff residences, and other Peace Corps facilities.
- Monitor and evaluate the service contracts for the operation of electrical, plumbing, security and other systems.
- Coordinate regular reviews of each facility to ensure all generators and air conditioners are tested and maintained, all water tanks are operating efficiently by repairing all leaks in a timely manner.
- Review and recommend maintenance and repair bids for critical facility items. Develop Bill of Quantities (BOQ)/cahier de charge; work with GSM for collecting bids, ensure a contract is put in place by Contracting Officer (OC), and closely monitor performance.
- Review utility charges for all offices, residences and transit house, regional houses and ensure that all charges for utility costs are regularly monitored and appropriate.
- Assist with information for all required reports on leases and property inventory.
- Coordinate monthly facilities inspections and rehabilitation works at the TTC.

PROPERTY INVENTORY MANAGEMENT

- Assure timely maintenance and good state of repair of Peace Corps residences,
- Organize equipment, document preparation and collaborates with GSM on auction sales in accordance with PC regulations
- Manage movement of Peace Corps property in volunteers' possession
- Liaise with GSM and US Embassy on aspects related to property management issues
- Manage Peace Corps office equipment warehouse
- Track utility bills
- Serve as liaison with the Senegalese utility companies and other suppliers such as SONATEL, SEN EAU, SENELEC
- Assist GSM in negotiation of leases, and serve as liaison for discussions with house/office/hostel owners
- Understand and apply rules and regulations concerning inventory management according to relevant Peace Corps Manual Sections including 511 and 711

- Establish and enforce adequate inventory control procedures, including maintenance of accurate inventory log at all times
- Perform all receiving functions for incoming goods
- Operate and maintain stockrooms and warehouses for the storage of expendable supplies such as cleaning and maintenance supplies
- Assure adequate supply levels for post needs by monitoring stock levels and ensures quality responds to post needs.
- Recover, store and ship staff and volunteer personal effects, when necessary. Assist GSM with custom clearance and exonerations.
- In collaboration with the GSM, manage auction sales in accordance with PC regulations
- Maintain the database for all Peace Corps property, including furniture, appliances and equipment located in each Peace Corps office, the warehouse, and at all Peace Corps residences.
- Ensure all required IT and other property items are entered into Sunflower, properly tagged with an inventory bar code, and tracked during their usage.
- Coordinate annual inventory activity and all other Sunflower reporting requirements.
- Facilitate the disposal of surplus property and/or coordinate sale/auction. Coordinate with third party auctioneers and with embassy personnel to take advantage of auction items from the embassy to meet PC needs.
- Ensure the warehouse is kept clean and orderly. Disposes of excess items properly and promptly.
- Issue bicycle, helmets, and accessories to PCVs upon request
- Coordinate with the Volunteer Support team to make sure PC issued items are returned to PC by PCVs.
- Coordinate shipment of PCV belongings to their home of record in coordination with volunteer support team after medical separation or other interruption of service.

OFFICE CLEANING

- Supervise Janitors at Peace Corps' main office in Dakar.
- Ensure Janitors at Peace Corps' main office adequately perform all required duties and tasks and regularly check the quality of work performed.
- Manage and maintain inventory of cleaning and office supplies in each office – including ordering new supplies as needed.

OTHER DUTIES

- May provide occasional backup coverage to the General Services Assistant for vehicles including acting as back-up motor pool coordinator.
- Occasionally serves as Duty Officer.
- Perform other duties as assigned.

TEMPORARY DUTY (TDY): The PSC is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters or perform TDY as required and to travel to other assignments within Peace Corps' as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.

OCCASIONAL MONEY HANDLER

The PSC may be requested to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to Pre-Service Training/In-Service Training sites, or other locations as directed by the Contracting Officer. The PSC may also be requested to courier cash to PC trainees or volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.



SAFETY AND SECURITY SUPPORT

Every individual with any involvement in the operations of Peace Corps Senegal, whether U.S. Direct Hire, U.S. Personal Services Contractor, Foreign Service National, Foreign Service Personal Services Contractor or Volunteer / Trainee has duties and responsibilities directly and/or indirectly associated with Safety and Security. These duties and responsibilities include, but are not limited to, the following:

- Awareness and understanding of all directives of Peace Corps regarding Safety and Security.
- Awareness and understanding of emergency procedures at both home and office.
- Awareness and understanding of duties associated with the Peace Corps Senegal Emergency Action Plan.
- Availability, at both home and office, of staff and Volunteer contact phone numbers and / or email addresses in case the stated individual is directed to establish emergency contact and provide emergency information.
- Immediately communicating Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and Country Director.
- Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

LEVEL AND EFFORT

- Incumbent performs duties during a 40-hour work week at a set work schedule as indicated in the contract. Events sometimes require work in the evenings, on weekends and holidays.
- This position is directly supervised by the General Services Manager. The FMS works together with the GS Unit to ensure smooth operations of a fast paced office environment. Work plans and recommendations will be reviewed for compliance with policies and overall objectives.
- Exercise of Judgment: Broad exercise of judgment within the confines of job responsibilities.
- Limits of Authority: Within the confines of the job responsibilities.
- Nature, Level and Purpose of Contacts: Works closely with all staff, PCVs, PCTs, Stakeholders and Communicates at all levels as required by the job responsibilities.
- Available Resources: Guidance for work being performed can be found in the Peace Corps Manual, Country Agreement, IPBS submissions, project documentation, and instructions from the GSM.
- Time Expected to Reach Full Performance Level: One year

QUALIFICATIONS REQUIRED:

- **EDUCATION:** University degree in Facilities Management, Logistics, Business Administration or a related field is required. Additional training and certification in general services, inventory management, supply chain, or other relevant fields is a plus.
- **WORK EXPERIENCE:** Eight years of progressively responsible duties in Facilities Management or General Services or related fields with at least three years of supervisory experience. Experience in an international organization and fleet management are a plus.
- **COMPUTER LITERACY:** Solid knowledge of MS Office and its various applications (Outlook, Word, Excel, etc.) is required.
- **LANGUAGE:** Proficiency in French both written and oral; English level 3. One local language is required.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.