



VACANCY ANNOUNCEMENT

General Services Assistant

OPEN TO: All interested, qualified candidates
POSITION: **General Services Assistant (Personal Services Contractor)**
DUTY STATION: Rabat, Morocco
EXPECTED CONTRACT START DATE: March 2019

SALARY LEVEL: An annual gross total salary of 180,162 MAD based on 40-hours/week. The US Peace Corps offers an attractive, competitive package including CIMR, CNSS, Health and Disability Insurance, Annual Leave and other benefits. Applicable withholdings will be deducted from the employee's gross salary for CNSS and CIMR contributions, health/life/disability insurance contributions, as well as any other withholdings as required by law.

DEADLINE FOR APPLICATIONS: JANUARY 30, 2019

One or more candidates may be selected from this advertisement based on need and availability of funding.

JOB DUTIES & RESPONSIBILITIES (Following are a partial list of duties ; the full description of all responsibilities will be described in the General Services Assistant's Statement of Work.):

General Services/Administrative

- Serves as post (Peace Corps Morocco) Receiving Officer and Acceptance Point Clerk for supplies and materials.
- Creates new vendor accounts, maintains relations with suppliers as assigned.
- Maintains admin records and shared files related to procurement or other records
- Serves as post Inventory Control Officer for all supplies and materials. Maintains inventory of office supplies and materials. Ensures all post supplies are secured and tracked accurately to monitor usage.
- Inputs Bill of Material (BOM) and other data into the post Sunflower inventory system.
- Back-up coverage: assists the DMO by providing *back-up coverage* in other areas of the admin unit.
- Assists the Director of Management and Operations (DMO) to canvass and survey potential, appropriate supply services in order to obtain requirements in the most economical and expeditious manner consistent with regulations.
- Assists the General Services Manager & DMO to maintain records of all property, dispositions of property and current property inventory in accordance with Peace Corps regulations.
- Assists the General Services Manager with tasks and activities in the general services unit as assigned or needed.
- Provides back-up coverage to the General Services Manager; serves as Acting General Services Manager when required.
- Supports the GSM with various vehicle cleaning or maintenance/fleet management activities. These tasks include but are not limited to: coordination of vehicle requests; scheduling/dispatching drivers; assisting with vehicle status reports or other records; or other activities related to vehicles and transportation.
- Performs as a back-up driver when needed to assist with the coordination of staff and trainee/volunteer transportation.
- Supports the DMO, GSM and other post colleagues with logistical support for Peace Corps events: conferences, meetings, workshops, retreats, etc. Provides assistance wherever needed to help with event planning, operations and their successful completion.
- Mail operations: In coordination with the DMO and GSM, and working with other resources in the Admin and General Services Unit, assumes lead oversight of post mail activities. Participates in the development of standard operating procedures (SOP) to ensure effective, secure mail processes at post.
- UAB: arranges the return of volunteers' personal effects, such as Unaccompanied Baggage (UAB) shipments. Takes primary oversight of volunteer UAB shipments and coordinates with post personnel to ensure proper handling.
- Provides back-up coverage to other staff as assigned: main phone switchboard, back-up travel coordinator or other.
- Provides all necessary logistical support to post during emergency evacuations or other critical events affecting post.
- Assists with the reporting/maintenance of an accurate inventory of all Peace Corps property.
- Assists the GSM to ensure the periodic maintenance/replacement schedules for post equipment or items.
- Supports the DMO and GSM as needed with post fire evacuation drills or other emergency action plan exercises requiring logistical planning and organization.

- Serves as Duty Officer on occasion, participating in post's duty officer rotation system
- Is available for duty on a 24-hour basis, in order to respond to emergencies involving volunteers and staff. Will be expected to work additional hours as needed, including holidays and weekends, to assist with the coordination & support for the Peace Corps in extraordinary events, official functions or for other post requirements during PST, IST, MST, staff retreat, site development, etc.
- Performs other duties and tasks as assigned or required to support the mission of Peace Corps Morocco

REQUIRED QUALIFICATIONS

- **Education:** University degree, preferably in the area of business administration, operations management, or other similar areas.
- **Prior Work Experience:** Minimum two years of relevant work experience to include, for example, administrative or operational experience with general services duties, volunteer support duties, maintenance of office supplies, purchasing of travel tickets and related travel coordination, handling/processing shipments with airlines or other shippers, or performing other related general administrative or logistical support duties. Experience working with humanitarian, non-profit or developmental agencies a plus.
- **Language Proficiency:** Fluent in Arabic (Darija) and proficiency in French. Demonstrable, strong English proficiency skills (verbal/written comprehension) required to communicate effectively with English-speaking constituents and to meet the overall requirements of the position.
- **Job Knowledge:** Possess excellent organizational and administrative skills with ability to prioritize critical tasks coupled with superior communication skills and a genuine customer service approach.
- **Skills:** Possess working knowledge of general software applications: Microsoft Office (Word, Excel and Outlook). Ability to learn and use various Peace Corps systems, PC Vehicle policies and applicable inventory processes. Possessing some IT background or skills a plus.
- **Abilities:** Must exhibit good judgment, courtesy, tact and the proper protocol when interacting with Volunteers, work colleagues, vendors, visitors and other members of the public and possess a positive attitude with the skills and knowledge to perform the job under general instructions.
- Patience, confidence, flexibility, ability to work under pressure and maintain a positive attitude

Other Requirements for Position:

- Moroccan citizen
- Ability to receive and maintain a background clearance
- Possess valid category B driving license for Morocco.
- Able to drive throughout Morocco when required.
- Able to work weekends or other non-standard hours when required

For consideration, all applicants must submit a Resume (CV) together with a Cover Letter stating in detail how their education and experience fulfill the position requirements. requirements of the position. Submitted material must describe/cover the applicant's experience for each required item. **Both Cover Letter and Resume (CV) must be type written and in English** and either emailed or mailed/delivered to:

hr@ma.peacecorps.gov

2, Rue Abou Marouane Essadi, Agdal

Rabat, 10080

Applications – via email or mailed/delivered to the office – must be received by 30 January 2019

Only applicants selected for interviews will be notified by telephone and/or email

All experience, skills and qualifications will be verified. Receipt of a Personal Services Contract is contingent on a favorable security background check, as well as the availability of US Government funding authority.

The United States Peace Corps is an Equal Opportunity Employer.