



JOB VACANCY ANNOUNCEMENT

The United States -Peace Corps Togo is seeking individuals for the position of
General Services Assistant.

OPEN TO: All interested candidates
POSITION: General Services Assistant
OPENING DATE: November 27, 2012
CLOSING DATE: December 11, 2012
WORK HOURS: Full Time; 40 hours/week

A- POSITION OVERVIEW

The General Services Assistant provides assistance and back-up to the General Services Manager (GSM) in ensuring post operational efficiency and effectiveness. This is a multi-function position requiring a great degree of energy, flexibility and creativity. In this position, the incumbent assists the GSM by performing the following duties: Plans, organizes, and coordinates administrative activities of the corporate office. Assists the GSM in the maintenance of office areas, residences and equipment as well as layout arrangements and housekeeping.

B- QUALIFICATIONS REQUIRED:

Applicant must be able to submit supporting documents of how s/he meets each of the following qualifications:

- 1- Education** – University degree in electricity, logistics, equipment maintenance or related is required.
- 2- Prior Work Experience** – A minimum of 3 years of related work experience in general services, logistics, building and vehicle management is required.
- 3- Language** - Good working knowledge of English (Level III). Excellent verbal and written communication skills in French.
- 4- Knowledge** - Knowledge of maintenance procedures including building, vehicle and grounds maintenance practices.
- 5- Skills and abilities** – Must be computer literate and conversant with spreadsheets applications. Demonstrated excellent organizational skills.
A valid driving license B is required.
Driving licenses C and/or D are desirable

6- How to apply

All the applications including a cover letter indicating position title, curriculum vitae with three traceable references, copies of most recent diplomas and police record (Casier Judiciaire) must be sent by e-mail **only** to the following address: jobs@tg.peacecorps.gov by **December 11, 2012.**
For full job description please go to Peace Corps website:
<http://togo.peacecorps.gov>

NB: All documents must be in English.

General Services Assistant

Duties and Responsibilities

Overview

The General Services Assistant provides assistance and back-up to the General Services Manager (GSM) in ensuring post operational efficiency and effectiveness. This is a multi-function position requiring a great degree of energy, flexibility and creativity. In this position, the incumbent assists the GSM by performing the following duties: Plans, organizes, and coordinates administrative activities of the corporate office. Assists the GSM in the maintenance of office areas and equipment, as well as layout arrangements and housekeeping. Assists the GSM in managing vehicles as well as office equipment requests; distributing and monitoring stock levels for office supplies and, etc. Is responsible for facilitating corporate office day-to-day operations and services (such as distributing, organizing and monitoring office material / stationary, printing business cards, ensuring building access, etc.) Drafts responses to routine inquiries; ensures printers and copiers are operational (paper, printer cartridges) at all times. Maintains records and organizes filing and archive system to facilitate the expeditious retrieval of information; maintains confidentiality of records and information. Prepares couriers and express carrier packages for express mail shipment. Performs additional duties as assigned by superiors.

Duties and responsibilities include:

I- Inventory Management

- Familiarizes him/herself with rules and regulations concerning inventory management according to relevant Peace Corps Manual Sections including 511 and 711
- Performs all receiving functions for incoming goods, as well as receives property from departing Volunteers.
- Operates and maintains stockrooms and warehouses.
- Dispenses supplies based on requisitions approved by Administrative Officer or Country Director. Assures adequate supply levels for post needs by monitoring stock levels and ensures that quality responds to post needs.
- Maintains accurate inventory log at all times.
- Serves the training department with supplies for all trainings and workshops and assures that surplus supplies are returned to inventory.
- Manages post cell phones, responding to needs and assuring proper functioning
- Assures proper functioning of all electric equipment in coordination with maintenance service supplier.

II- Residential Property Management

- Familiarizes him/herself with Peace Corps Manual Sections 511 and 733 in performance of assigned duties.
- Assists GSM in keeping all PC residences in excellent condition at all times. Responds in timely manner to repair and maintenance needs.
- Establishes and implements critical control procedures to account for any and all property movement to/from residences.
- Advises the AO on pertinent property maintenance and/or management issues
- Provides residential information to GSM for HQ reports, and interim residential property status reports as requested.

III- Training Support

Under the direction of the GSM, provides logistical support to Pre Service Training.

IV- Vehicle Management

- Reads and becomes very familiar with all matters contained in Peace Corps Manual Sections 522-527 and the Vehicle Fleet Management Guide in performance of assigned duties.

V- Drivers and Guard Management

- coordinates drivers, does driver scheduling, supervises drivers
- Assists, in GSM absence, with all the tasks related to post guard management.

VI- OTHER

- ITS Back-up
- Carries out other duties as assigned by the GSM and/or AO.