



# VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER: 401-15-009**

**OPEN TO:** All Interested Candidates

**POSITION:** Administrative Assistant

**OPENING DATE:** November 20, 2014

**CLOSING DATE:** January 8, 2015 (COB @5PM Pohnpei time)

**WORK HOURS:** Full-time; 40 hours/week

**SALARY RANGE:** \$8,384 to 10,736 (starting salary)

**\*\* final hiring contingent upon availability of funds\*\***

**POSITION TYPE:** LONG-TERM PERSONAL SERVICE CONTRACTOR (PSC)  
*(1 year contract, renewable at option periods)*

**NOTE: ALL APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

Peace Corps Micronesia is seeking an individual for the position of Administrative Assistant (AA). Post located in Kolonia, Pohnpei.

## **BASIC FUNCTION OF POSITION**

Under the supervision of the Director of Management & Operations, the AA will serve as the travel specialist and voucher examiner who is responsible for all travel arrangement for staff, Volunteers, and Trainees. This will include all aspects of travel preparation, travel completion and reporting, and record keeping. The AA will also be responsible for post vehicle fleet management and notifying DMO for personal usage of office vehicle. The AA will assist the Admin Unit in implementing an effective budget and financial reconciliation, monitoring and reporting system, in the management of budget accounts, and with preparing obligations and liquidation documents, reconciling financial records and processing cashier and non-cashier vouchers for vendor payments, as needed

A copy of the complete position description listing all duties and responsibilities is available at the Main Office in Kolonia, Pohnpei. Contact Kikulynn Hebel at (691) 320-2531.

## QUALIFICATIONS REQUIRED

**a. Education:** Completion of two years secondary education with administrative training or comparable work experience.

**b. Prior Work Experience:** 2 years of related work experience handling of office work in administrative assistant role especially with travel arrangements.

**c. Post Entry Training:** On the job training orientation and operation training in Peace Corps regulations, accounting and computer systems.

**d. Language Proficiency:** Level 4, (Fluent) spoken and written English ability is required in this position, as Peace Corps is a US Government agency and English is the medium of communication.

**e. Knowledge:** Incumbent must have a general knowledge of the major policies/directives in the Peace Corps Manuals. Demonstrates and possess excellent interpersonal and communication skills and able to work independently. Must know how to coordinate travel and have a working knowledge of Microsoft Office: word, excel, and outlook.

**f. Skills and Abilities:** Skill in organization, management of files, travel documentation, payroll record keeping and report writing. Must take responsibility for maintaining and improving administrative systems and procedures. Prioritize work and meet deadlines.

Peace Corps is a professional organization. Standard Peace Corps office hours are 40 hours per week, but additional hours and off-hour (weekend/holiday) work may be needed to fulfill these duties and to support Volunteers.

## SELECTION PROCESS

It is essential that the candidate specifically address the required qualifications above in the application.

Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

### **Peace Corps Basic QUALIFICATIONS for employment or contract.**

In order to qualify for a position with Peace Corps as a resident Foreign Service National (FSN) employee or Personal Services Contractor (PSC), an individual must meet the following:

- FSM citizenship is preferred for FSN and PSC positions, but positions are open to applicants of all nationalities who have the legal right to obtain employment in the FSM or Palau;
- Meet the minimum qualifications for the position sought. Each Position Description or Statement of Work outlines minimum and preferred qualifications;

- Be at least 18 years of age. Note that there may be a mandatory retirement age for FSN positions. The mandatory retirement age varies according to local labor law; and
- Possess a valid driver's license and receive written permission from the Country Director to drive a Peace Corps vehicle, if this is a duty required of the position.

**TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff along with a listing of applicant's work experience attached as a separate sheet; or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B below for more information); plus
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**Administrative Unit**  
Peace Corps Micronesia  
P.O. Box 9  
Kolonia, Pohnpei FM 96941

**POINT OF CONTACT**  
Kikulynn Hebel  
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FAX: (691) 320-5118

E-mail: [applicants@fm.peacecorps.gov](mailto:applicants@fm.peacecorps.gov)

**CLOSING DATE FOR THIS POSITION: 01/08/2015 @5pm**

Peace Corps provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.