

**SCOPE OF WORK**  
*(Recruitment, PSC Duties, and Performance Reviews)*

<b>Organization</b>	US Government – Peace Corps Sierra Leone
<b>PSC Position Title</b>	General Services Assistant Procurement
<b>Reports To</b>	General Services Manager
<b>Supervises</b>	N/A
<b>Annual Base Salary Range</b>	<b>SLE 50,630.80. to 78,477.75 plus benefit</b>
<b>Contract Type</b>	Full-Time, 40 Hours per Week
<b>Duty Location</b>	Freetown, Sierra Leone

**1. Minimum Requirements:**

At a minimum, the successful candidate’s CV must demonstrate the following:

- Years of Experience: Minimum 3-5 years
- Proficiency in oral and written English and Krio.
- Experience working in a cross-cultural environment.
- Knowledge of MS Office computer applications (Word, Excel, Outlook).

Education and experience:

- Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. A combination of qualifying education and experience may be considered. Examples of qualifying education/experience:
  - A Diploma from an accredited university in procurement, business administration, accounting, finance, marketing, economics or a closely related field; AND two (2) years of progressively responsible procurement experience purchasing of a variety of commodities and services, preferably in a highly regulated industry or public agency; OR
  - Possession of a certificate in purchasing/procurement management, as described under Certification/Registration AND one (1) additional year of progressively responsible buying experience, at the journey-level, purchasing a variety of commodities and services in a highly regulated service industry or public agency;

**2. Background**

The mission of Peace Corps worldwide is to promote peace and friendship. Peace Corps was invited to Sierra Leone in 1962, since then hundreds of Peace Corps Volunteers has worked in the fields of Education, Health, Agriculture community development etc. The work of Peace Corps Contractor does not limit itself to the role: active support of the Peace Corps mission is paramount to the job because contractors are representatives of Peace Corps in Sierra Leone.

Peace Corps’ mission is to promote Peace and friendship by fulfilling three goals:

- To help the people of interested countries in meeting their need for trained men and women
- To help promote a better understanding of Americans on the part of the peoples served
- To help promote a better understanding of other peoples on the part of Americans

**3. Objective of the Position**

To provide support to the Peace Corp SL post on all procurement activities. The incumbent will be responsible for providing support to purchase goods and services for the office, with special attention focused on tasks required to prepare a as an internal liaison between units and also with vendors to coordinate and ensure procurement needs are met on time and with the correct specification effectively and efficiently.

This is a multi-functional position requiring a high degree of energy and flexibility. The Procurement Assistant will need an inborn sense of prioritization, planning and attention to detail. The Procurement Assistant is supervised by the General Services Manager.

## **ROLES AND RESPONSIBILITIES**

### **Procurement and Sourcing**

- Responsible for activities of the purchasing units
- Preparing plans for the purchase of goods, services, and non IT equipment
- Following and enforcing United States Peace Corps procurement policies and procedures.
- Reviewing, comparing, analyzing, quotations for goods and services to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Maintaining good supplier relations
- Participate in contracts negotiations.
- Researching and evaluating prospective suppliers.
- Participate in budgets, cost analyses, have the ability to compete basic reports
- Maintain and submit a progress tracker of all procurement activities to concerned requestor and supervisor.

### **Pre-Service Training (PST)**

- Work with PST Training Team to plan out and implement the logistical needs of the PST trainings as best as possible.
- Work with the Training Manager for all PST errands for approval before submitting to the relevant offices for action.
- Assist in the management and monitoring of the PST budget and submit financial requests in a timely manner.
- Working with procurement authorizing staff, ensure that all necessary purchases are made for the successful implementation of PST.
- Make and account for all payments made on behalf of PST.
- Draft RFQ for Supervisor's review prior to submitting to Contracting Officers
- Analyze outcome of RFQ and draft selection memo for Supervisors review.
- Maintain copy of all signed non-PSC contract, track deliverables and report any anomalies to Supervisor and Contracting Officers.

### **Sunflower Inventory**

- Assist with ensuring all required IT property and items are entered into Sunflower and properly tagged with an inventory bar code in order to maintain an accurate inventory of Peace Corps property including property located in the warehouse, residences, at the main office, at the provincial offices, and training sites.
- Assist with annual inventory activity and other Sunflower reporting requirements.
- Assist in the disposal of surplus property and/or auctions in compliance with Peace Corps rules and regulations.
- Assist in ensuring that the warehouse is kept clean and orderly. Dispose of excess items properly and promptly.

### Other Skill

- Have a good analytically and communication skills
- Good negotiation skills
- Good interpersonal relationship skills
- Ability to anticipate, priorities and work smart
- Knowledge and skills in administration

#### Other Duties

- Attends staff meetings, in-service trainings, and retreats when indicated.
- Understands and complies with Peace Corps safety and security policies and procedures.
- Understands and complies with Peace Corps code of ethics, privacy and confidentiality policies.
- Files all documents produced by the position in accordance with the Peace Corps Records Management policies.
- To the extent Contractor is allowed to operate a US government owned, leased, or rented vehicle (GOV) to perform their job duties, the Contractor must operate that vehicle safely at all times and only operate it for official business purposes as defined in 31 USC 1334. Contractor is encouraged to refrain from texting or from engaging in any behavior that distracts attention from driving safely at any time. Except in an emergency situation, Contractor shall not text message (i) when driving a GOV; (ii) when driving a privately-owned vehicle (POV) while on official government business; or (iii) while using electronic equipment supplied by the government while driving any vehicle (even during off-duty hours).
- Performs other assignments or duties as assigned.

#### 4. Standard Roles and Responsibilities

##### A. OMH:

- **Occasional Money Handler** may be requested to courier cash and /or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, 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.

##### B. S&S:

- **General Services Officer (GSO)** - Works with drivers to ensure that safety and security standards are met for appropriate Peace Corps vehicle operation and maintenance. Coordinates with Safety and Security Manager (SSM) to ensure that emergency radios or other communication devices are in good working order. Supports the DMO in planning and conducting fire drills and duck and cover drills. Supports completion of necessary safety and security upgrades to office, USDH staff residences, and other Peace Corps facilities. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
- **Driver** - Operates Peace Corps vehicles safely at all times. Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and CD. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

##### C. IGF:

- **May be designated limited supervisory responsibilities** if assigned by the Country Director and with the approval of the Regional Director. Personal services contractors (PSCs) may only supervise other PSCs. (See MS 732 and the Overseas Contracting Handbook)
  - Offering regular feedback: Holds private annual and mid-year Performance Reviews with all direct reports
  - Scheduling regular 1x1 meetings with direct reports: Invites direct reports to regular (weekly, monthly etc.) private 1x1 meetings wherein you offer both constructive and positive feedback
  - Ensuring your staff understand performance targets and goals: Develops Individual Development Plan (IDP) Goals at Annual Performance Reviews and reviews goal progress in 1x1 meetings throughout the year
  - Assisting in resolving issues: Uses tools (e.g. coaching, open door, modeling) to promote direct report success
  - Identifying and resolving workplace problems (e.g. absenteeism): Uses corrective action tools (verbal, written, cure notices) as needed
  - Providing reports and activity updates to your supervisor: Shares timely updates with your supervisor about projects, personnel, issues etc.
  - Working with other supervisors to resolve conflicts between departments: Meets with other supervisors to solve problems together as needed

#### **D. Temporary Assignments:**

- Given that as a result of the COVID-19 pandemic there will be a lengthy period where there are likely to be limited or no Peace Corps Trainees and/or Volunteers (jointly referred to as “Volunteers”) at Peace Corps/[Country], the PSC may be temporarily assigned during the COVID-19 pandemic, as determined by the Peace Corps Director, to carry out additional duties and responsibilities in furtherance of the goals of the Peace Corps in order to enhance the ability of Peace Corps Volunteers to perform functions under the Peace Corps Act, including facilitating a safe environment in order for the successful return of Volunteers.

This temporary assignment may require the PSC to provide services and/or support beyond what is listed in their current Statement of Work (SOW). The services and/or support may take many forms, examples of which may include but are not limited to, training, providing administrative, technical, medical, and/or operational assistance, building on host country programs, etc. This temporary assignment also may require the PSC to provide these services and/or support to individuals/organizations other than those listed in their current SOW such as host country government, partner organization(s), community member(s), staff, and/or contractors.”

#### **5. Logistics & Level of Effort & Duty Station**

Duty station is the office in Freetown. May be required to work in another town during training (typically taking place over 11 weeks in the summer, subject to revisions as needed). May also be required to travel up country as needed, including on short notice. Performs duties during a 40 hour work week. Events may require occasional work in the evenings and on weekends and holidays. May carry a duty phone.

#### **6. Application Requirements**

The application deadline is on **August 26<sup>th</sup> 2022 at 5:00 PM.**

In order to be considered for this position, the applicant must;

- Be a Sierra Leone Citizen with residency, and must not have been employed in intelligence-related activities.

- Submit complete application package on/before the application deadline date and time by email to: [SL-pcjobs@peacecorps.gov](mailto:SL-pcjobs@peacecorps.gov) or by hand to **HR Specialist, Peace Corps Sierra Leone, 34 Old Railway Line, Signal Hill, Freetown**
- **Application must include the following;**
  - A letter of interest addressing the required qualifications.
  - A complete CV, to include:
    - All relevant employment, including start and end dates (month and year) for each position listed, and a summary of key tasks and responsibilities for each position.
    - Educational background and a list of current license(s)/Certificates/degrees etc. held (type of license, dates of issue/expiration as applicable), and/or a detailed description of equivalent experience obtained through on-the-job training.
    - Contact information (name, email and/or phone number) of three professional references. At least one reference must be a current or former supervisor. Peace Corps may request additional/other references.
    - Information regarding citizenship and work authorization in Sierra Leone. All candidates selected for interview will be required to produce a Government-issued ID card/National Passport/ voters ID card for review.
    - All education, experience, skills and qualifications will be verified.
- Include a completed checklist (Attachment I) of detailed Job requirements in the application package.

All experience, skills, and qualifications will be verified. Applicants with high potential will be scheduled for an interview at the Peace Corps office in Freetown. Employment is contingent on a favorable security background and medical check.

Please include “**Ref: “Procurement Assistant”**” on the envelope submission and or in the subject line for the online application

ATTACHMENT

Peace Corps Sierra Leone  
APPLICATION CHECKLIST



All applicants wishing to apply for any Peace Corps job is required to provide the following information below and submit with your application package.

**Name of Applicant:** \_\_\_\_\_

**Position you are applying for:** \_\_\_\_\_

**Details**

YES

NO

1. Have you ever served Peace Corps as a Trainee or Volunteer (Including Response or Virtual)?  YES  NO

If so, please specify \_\_\_\_\_

2. Have you ever being employed as a Peace Corps staff member (US Direct Hire (USDH),  YES  NO  
Personal Service Contractor (PSC), Foreign Service National (FSN))?

If so, please specify \_\_\_\_\_

3. If your answer to any of the questions above is yes please provide the following information below;

• Position location: \_\_\_\_\_

• Position type: \_\_\_\_\_

• Title: \_\_\_\_\_

• Start date: \_\_\_\_\_

• End date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date