The United States Peace Corps is a non-political, non-religious organization that will bring Americans to Viet Nam to serve as Peace Corps Volunteers. Volunteers will co-teach English language classes with Vietnamese teachers in secondary schools. The Peace Corps is serving in Viet Nam at the invitation of the Government of Viet Nam and working closely with Ministry of Education and Training with a goal to improve the English language skills of teachers and students. Peace Corps Volunteers commit to two years of service, will live with host families, and will support and co-lead additional school related activities in accordance with the school leadership. A new cohort of Volunteers will arrive each year. The Peace Corps was founded by U.S. President John F. Kennedy in 1961 to promote world peace and friendship.

General information about the Peace Corps can be found on [www.peacecorps.gov](http://www.peacecorps.gov).

**Position Title:** Administrative Assistant/Operations Specialist  
**Opening Date:** July 11th, 2022  
**Submission Date for first review:** August 5th, 2022, Open until filled  
**Area of Consideration/Who may apply:** All applicants must be a naturalized citizen or permanent resident of Viet Nam who are legally able to work within the country.  
**Point of Contact:** Peace Corps Human Resources - [PCVietNamJobs@peacecorps.gov](mailto:PCVietNamJobs@peacecorps.gov)  
**Market Value/Salary (per annum):** US$ 16,364– US$ 24,536 + benefits  
**Period of Performance/ Length of Contract/ Work Schedule:** *Definite term – five years*/ Monday to Friday (40 hours per week). Peace Corps expects this contract to be continuing in nature for the contractor to perform under a series of sequential contracts, subject to the availability of funds.  
**Place of Performance:** Peace Corps Viet Nam, Peace Corps office Ha Noi.  
**Security Level required:** Local Security Certificate  

**Background information of the position**

Under the supervision of the Director of Management and Operations (DMO), the employee performs the full range of Administrative duties. The position will provide general support to Finance and General Services units including the following: assists with general accounting & financial operations through close coordination with other sections to support Post operations; assists with inventory, procurement, logistics, and facilities management; serves as Alternate Cashier; backup driver; performs duties of Receiving Officer; Purchase and Travel card holder. Performs all functions and tasks within internal control guidelines ensuring separation of duties and appropriate control of processes.

**Qualifications**

**Required:**

- Education/Certification: Bachelor’s degree required with some college-level education in Accountancy, Business Administration or comparable.
• Years of Experience: Minimum three years of progressively responsible experience in an office setting in accounting, finance and budgeting or general services, and significant knowledge in general business administration.
• Experience in accounting and/or financial management
• General knowledge of logistics management – including inventory
• Understanding of basic procurement principles
• Valid driver’s license with a class “B” designation required
• Proof of clean driving record from police is required
• Proficiency in the use of Microsoft Office computer applications, especially spreadsheets
• Proficiency in oral and written English and Vietnamese

Preferred:
• Experience working in cross-cultural setting as part of an intercultural team

Duties and Responsibilities / Tasks and Deliverables

Procurement and Logistics
• Receives purchase requests from Post units, determines type of action necessary and sources from which the commodity or service are available, and prepares specifications and cost-estimates.
• Ensures timely payment of all GS associated invoices. Advises Finance unit in advance of upcoming payments.
• Helps to arrange PC official events working closely with other logistics team.
• Helps to coordinate for shipping and receiving activities with the U.S. Embassy shipping and customs unit and relevant Vietnamese agencies and ministries.
• Helps to coordinates and/ or directs GSA and drivers for pick up/deliveries of mail, documents, and packages to/from post office, the US Embassy or other designated sites on a daily or as needed basis. Transports supplies, equipment, materials, mail, and other communications to and from the Peace Corps office for official events.
• Coordinates with medical unit for all medical orders, customs clearance and delivery.

Facilities Management and Property Control
• Helps to ensures Peace Corps facilities, United States Direct Hire (USDH)/Peace Corps Medical Officer (PCMO) residences, and equipment remain in good working condition. Helps to ensure scheduled maintenance is conducted by the GS team.
• Helps to liaise with Vendors and Landlords.
• Assists with physical inventory checks and reports of all Peace Corps property, including updating property database and preparation and submission of regular reports for Headquarters.
• Assists with implementation PC property management system – Sunflower for all PC properties for “Required to be Inventoried and Manually Tracked” properties. Works with Headquarters (HQ) for issues related with property management.
• Be a focal person to deal with Staff and PCVs for issues related to PC properties and equipment.
• Serves as Medical Supply Inventory Control Clerk (MSICC) for medical inventory.

Finance and Accounting:
• Prepares obligations, purchase requisitions, payment vouchers (cashier and non-cashier) and travel vouchers in compliance with internal control guidelines.
• Enters Post Logistics and Support (PLS) Medical Orders and submits them to PLS.
• Enters small grants obligations and liquidation, provides obligation number to Small Grants Coordinator.
• Supports PC/Washington requests for financial data and periodic obligation review reporting.
• Performs various financial analyses as requested by DMO as a tool for decision making.
• Reviews and proposes process improvement in the Financial and Administrative area.
• Works closely with PC Washington and the US Embassy in the conduct of job duties.
• Assists with preparations of Value Added Tax (VAT) refunds and maintenance all financial paperwork associated with VAT reimbursements.
• Maintains all records of and ensures the safekeeping of all accountable documentation
• Provides payment information to vendors as needed.

Imprest Fund Management – Alternate Cashier:
• Note: Before the staff member is granted a permanent designation as a cashier, the staff member must complete an NFATC cashier correspondence course or an FSC sponsored course and pass an examination required by RM. A temporary designation not to exceed 180 days may be granted by the servicing USDO to allow the cashier to complete the course and pass the examination.
• After receiving Alternate Cashier Designation, at times will be personally accountable funds in local currency and USD; the amount is adjusted as necessary. In compliance with the U.S. Treasury and Peace Corps regulations, ensures that the Imprest fund and other negotiable instruments are properly maintained and safeguarded. The Cashier ensures proper payments, advances, collections, replenishments, reconciliation, and documentation of fund amounts.
• As Alternate Cashier will fulfill this function when the Permanent Cashier is out for an extended period or as otherwise required by Peace Corps and will assume full cashier accountability 4-5 days each quarter.

Volunteer Support:
• Assists with general administrative and financial assistance to support Trainees/Volunteers.
• Serves as a point person for PCV/T payments including forecasting funding needs, ensuring obligations and appropriate documentation are in place and answering related PCV questions.
• Serves as a point of contact for Volunteer bank related issues.
• Assists with preparation VICA entries, and ensures documentation is in place. Advises DMO of suggested improvements to volunteer payments and support.
• Assist with process for COS and early termination of volunteers.
• Assists the grant committee in project evaluation and other financial matters for Small Grant Project (SPA) and Peace Corps Partnership project (PCPP)
• Supports medically evacuated Volunteers in making shipping arrangements of their personal effects and provides service of storage of personal effects.
• Provides Volunteer support in coordinating and assisting with transfer of Volunteer baggage and belongings on arrival, to training sites, and as needed. Catalogs and organizes shipment of personal property for medically evacuated Volunteers.

Motor Pool – Backup Driver (only as needed)
• Is familiar with and enforces PC/Viet Nam motor pool policy; assures USG regulations are followed by all drivers and passengers.
• Helps to manages schedules and duties of the GS team and specific contractors.
• Helps to coordinates all motor pool logistics including driver schedules.
• Helps to maintain a schedule of regular servicing and ensures vehicles are serviced on schedule.
• Ensure that fuel and maintenance data are entered in Vehicle Management Information System (VMIS) on timely basis and reports are ready for verification and submission to Head Quarters on time as needed.
• Prepares Duty driver roster and assign drivers with prompt response to emergencies related to PCVs.
• Maintains and reviews vehicle log sheets periodically and provide to DMO for final review and signature,
• Helps to arrange and hire vehicles for PC Office event to transport PC Trainees (PCTs)/PCVs/Staff and materials to training site, permanent site etc. as required.
• Understands and applies safety and security policies and procedures regarding the Peace Corps vehicles.
• Authorized to drive Peace Corps vehicles for official business.
• Serve as duty driver in case of Emergencies.

Other Duties:
• Inventory Reconciliation Clerk (IRC): The IRC is appointed by the CD and is responsible for the reconciliation of the inventory in the Health Unit. The IRC conducts a physical inventory count of all controlled substances and specially designated items quarterly. The IRC must conduct inventory reconciliation, with the assistance of the PCMO and report results to the CD quarterly.
• Coordinates with the Finance Manager on all issues related to Peace Corps/Viet Nam finances.
• Supports other teams as needed taking on back-up support responsibilities and carrying out duties and responsibilities of agreed upon positions when deemed necessary by the Country Director and/or Supervisor for the successful management of Peace Corps operations in Viet Nam.
• Acting back-up GSM as required.
• Other duties as assigned by the DMO.

Physical Exam and Other Requirements
• Must pass physical exam whenever scheduled determining fitness for duty as required by Peace Corps and U.S. Mission.
• Must become familiar with Department of States rules and regulations on safe driving practice and pass Smith System Defensive Driver’s training.

Standard Roles and Responsibilities
A. Occasional Money Handler (OMH): 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.

B. Safety & Security: All members of the Peace Corps team must be familiar with the Emergency Action Plan, their responsibilities in the event of an emergency, and with the procedures for reporting and responding to safety and security incidents.

The duties and responsibilities, particularly as they concern Volunteers and Trainees, include, but are not limited to, the following:

• 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.
• Acts as Duty Officer as assigned: A Duty Officer is “on call” 24/7 for a one-week period, is restricted from travel during that period, and must be available through the Duty Officer cell phone at all times. The Duty Officer works closely with the Safety and Security Manager.

Inherently Governmental Functions
- **May be designated a principal or alternate cashier** after consultation with OCFO/GAP, pending final approval by FSC Charleston or Bangkok. Responsibilities as a cashier include performing limited cash disbursements as directed by the DMO, proper disbursing and collecting of funds, proper accounting for funds advanced, safeguarding funds advanced, and accepting personal responsibility and financial liability for funds after successful completion of the requisite training for performing cashier duties. (See MS 760 and OFMH 13)

- May be an authorized holder of a purchase card after successful completion of the requisite purchase card training and receipt of a Delegation of Purchase Card Authority letter issued by the Senior Procurement Executive. Must adhere to the limitations contained in the Delegation of Purchase Card Authority and follow all instructions provided by the Office of the Chief Financial Officer (OCFO), including policies and procedures contained in Manual Section 731 and the Overseas Financial Management Handbook (OFMH), in execution of purchase cardholder duties and responsibilities. (See the OFMH)

- **May be designated as a receiving officer** if assigned by the Country Director and with the approval of the Regional Director. Responsibilities as a receiving officer include accurate review of goods or services, their accompanying invoices, and the purchase order/contract to ensure that the specifications, quality, amounts, price, timeliness, etc. of the goods are consistent with the terms and conditions of the contract/purchase order after successful completion of the requisite training to perform receiving duties. (See MS 511, the Personal Property Management Handbook and OFMH 19)

**Evaluation and Selection Criteria:** Applications will be initially screened for eligibility in accordance with the required qualifications mentioned above. Those applicants who meet the required qualifications will be scored based on the preferred qualifications. Highest scoring candidates will be called in for interviews and skill tests. Performance from all interviews and skills test will be considered as a whole package to ensure the best candidate is selected that meets the needs of the Peace Corps mission. Professional reference checks will be conducted for selected candidates.

**How to apply:**

Please submit the following in English by email (with your name and the position you are applying for in as the subject of the email) as one PDF file to PCVietNamJobs@peacecorps.gov:

1. Application Cover Letter
2. Curriculum Vitae (CV)

**Closing date:** Applications should be received by **6:00 pm Friday, August 5th, 2022 for consideration in the first review.** Position remains open until filled. Applications for one position maybe considered for any current open position. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.

All applicants must pass a background/security investigation and a medical certification. Any contract offer with the US Peace Corps is contingent upon a candidate’s ability to secure the necessary certifications.

All applicants must be a naturalized citizen of the host country or must have the required work permit or documentation that permits the applicant to work legally in the country in order to be eligible for consideration.

The application must contain all the information necessary to demonstrate that the candidate possesses the education, experience, skills and language abilities required for this position.
Benefits and Allowances:

BENEFITS:
- One-month basic salary Tet Bonus
- Contribution to mandatory insurances pursuant to GVN’s law/ regulations including social insurance, health insurance and unemployment insurance.
- Coverage of additional health insurance 90% for incumbent and each eligible family member
- Annual and sick leave according to local labor law

ALLOWANCES (as applicable):
- Unique Condition Work allowance: 7% of Annual basic salary (upon annual review).
- Miscellaneous Benefits Allowance: US$1,000 per annum or US$3,000 per annum

The Peace Corps is both a federal agency and a vehicle through which American citizens offer needed assistance to people around the world and, in doing so, promote greater cross-cultural understanding between Americans and the people of the host countries. The fulfillment of the Peace Corps’ mission to foster greater understanding among the world’s citizens requires that we adhere to the highest standards with respect to equal employment opportunity for all Volunteers, employees, and applicants. The U.S. Peace Corps Vietnam will provide equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, ethnicity, sex, national origin, age, disability, political affiliation, marital status, pregnancy and maternity or sexual orientation. The Peace Corps will also strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. Discrimination based on factors that have no bearing on a person’s ability to serve and perform his or her duties is not permitted and will not be tolerated.