

PEACE CORPS/ZAMBIA VOLUNTEER LIASION

VA-14/2018

Peace Corps Zambia wishes to invite applications from suitably qualified persons to fill the following position:

Position : Volunteer Liaison

Location : Lusaka

Starting Salary : ZMW 195,712/Annum Work hours : Full-time; 40 hours/week

BASIC FUNCTION OF POSITION

Under the supervision of the Budget Analyst, the Volunteer Liaison (VL) has the responsibility for maintaining all administrative records related to Peace Corps Trainees (PCTs) and Volunteers (PCVs) and for providing general administrative support to PCTs/PCVs. S/he maintains complete and up-to-date volunteer records/files including creating and maintaining a volunteer database, updating the PCV roster, and preparing miscellaneous reports as needed. The VL provides support to Volunteers by preparing documentation when PCVs arrive, complete or terminate their service and reports PCT/PCV arrivals and departures to PC/Washington. The VL acts as an admin public relations officer to the Volunteers. The VL manages all PCV leases and processes all domestic monthly allowances and travel payments.

DUTIES AND RESPONSIBILITIES

PCV PERSONNEL AND TRAVEL MANAGEMENT

- Secure, obtain, and maintain PCV documents such as passports, work permits, visas;
- Serve as resource for other services and information available to PCVs from Peace Corps Washington, such as change of Home of Record, civil status, readjustment allowance, withdrawals and allotments, student loans, voting guides and World Wise Schools:
- Serve as key contact for PCVs completing administrative paperwork during Completion of Service (COS), Early Termination (ET), Medical or Administrative Separation; completes documentation to send to Peace Corps Washington;
- Update COS, ET Medical or Administrative Separations tracking sheet;
- Secure and keep PCV valuables in a safe;
- Coordinate activities for administrative support for PCVs such as living allowance and other supplemental allowances;
- Manage PCV leases;

- Coordinate all Volunteer admin training sessions during Pre Services and In-Service Trainings; and
- Process PCV In-Country travel disbursement vouchers.

PCV FINANCIAL MANAGEMENT

- Liaise with bank and PCVs for opening and closing PCV bank accounts, enter all bank data in the Volunteer In-Country Allowance (VICA) Database;
- Prepare allowance payments for PCVs in VICA;
- Prepare quarterly VICA obligations for all funding sources;
- De-obligate any PCV obligations with service completed and billed;
- Send and receive Living Allowance and Settling survey and responses;
- Update Volunteer funding source tracking sheet quarterly;
- Track PCV payments methods to avoid duplicate payments;
- Prepare PCV bill of collection statements;
- Prepare theft claim reconciliation reports;
- Liaise with Peace Corps HQ to manage all financial matters related to volunteer COS, ET, or Separation, including payments such as cash-in-lieu and other payments; and
- Request for Readjustment Allowance statements when PCVs ask for copies,

PCV RECORDS MANAGEMENT

- Maintain complete and up-to-date PCV administrative records and files;
- Maintain electronic copies of the provincial house logs;
- File correspondence such as Change of HOR etc in PCVs personal files; and
- Compile and maintain PCV roster and related lists on VIDA.

ADMIN PUBLIC RELATIONS

- Respond in timely manner to all PCV administrative queries;
- Disseminate updates to the PCV community under the guidance of the DMO; and
- Compile admin issues for the monthly PCV newsletter.

OTHER

- Act as an Occasional Money Handler, as assigned, to perform work within the scope of duties. The PSC may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training sites, or other locations as directed by the Contracting Officer. The PSC may also be required 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;
- Be knowledgeable and supportive of Peace Corps/Zambia safety and security policies and procedures, to include timely reporting of suspicious incidents, persons, or articles. Know and perform duties as assigned in the Emergency Action Plan;

- Serves as back up for the Office Manager or Receptionist when she or he is out of the office. Provides assistance to the positions above when activities dictate that assistance is required to complete other tasks.
- Perform other duties as assigned.

Qualifications Requirements:

In order to be selected for this position, the applicant must be a Zambian Citizen, must not have been employed in intelligence-related activities, and must submit an application that clearly documents how they meet each of the following mandatory requirements;

EDUCATION: Completion of secondary school; At least a two-year diploma in administration, business or related field; University degree preferred

EXPERIENCE: At least four years of administrative/clerical experience in a professional office setting, with at least one year of accounting-related clerical responsibilities preferred; Experience working within an international organization for at least one year preferred

LANGUAGE: Good working knowledge of English (spoken and written)

SKILL: Good communication and customer service skills

KNOWLEDGE: Good working knowledge of Microsoft Word and Microsoft Excel

Applications and supporting documentation including a typed cover letter, CV that clearly documents how you meet each of the above requirements, and at least three traceable references must be submitted by close of business **July 11, 2018.**

Address applications to:

The Human Resources Specialist, Peace Corps Zambia, Plot 71A Kabulonga Rd. P.O. Box 50707, Lusaka, Zambia

Email: <u>zm01-jobs@zm.peacecorps.gov</u> clearly stating name and position applied for in the subject line

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