

# **U.S. PEACE CORPS – MOROCCO**

## **VACANCY ANNOUNCEMENT**

### **General Services Manager**

**OPEN TO:** All Interested, Qualified Candidates  
**POSITION:** General Services Manager  
**DUTY STATION:** Rabat, Morocco  
**DATE OF ENTRY ON DUTY:** March/April, 2018  
**SALARY LEVEL:** An annual gross total pay of 309 034 **MAD**, based on 40-hours/week including allowances, competitive bonus and benefits package. This amount represents a total pay within a range that would be considered based on the candidate's verifiable salary history and/or experience. In addition to annual base salary, the US Peace Corps offers an attractive, competitive package of benefits, including CIMR, CNSS, Health and Disability Insurance, Annual Leave and other benefits.

### **DEADLINE FOR APPLICATIONS: Close of Business - February 23, 2018**

The United States Peace Corps seeks a qualified individual to serve as a contracted Peace Corps General Services Manager (GSM). The desired start date for the selected candidate will be March/April, 2018. The General Services Manager works under the direction of the Director of Management & Operations and manages all general services' activities to support Peace Corps' activities in Morocco (Post). The GSM's responsibilities include but are not limited to: managing the vehicle fleet, property, equipment and inventory at post; overseeing office and residential maintenance and security at physical facilities; arranging post's in-country vehicle scheduling to ensure adequate coverage for staff, volunteers and trainees' needs; and managing the operational and administrative duties of the General Services Unit effectively while providing outstanding customer service. The GSM is responsible for complying with all pertinent Peace Corps and U.S. Government policies to safeguard property and equipment.

#### **Job Responsibilities [Full description of all duties will be listed in the GSM's Statement of Work.]:**

- Responsible for the cost-effective procurement, re-supply, maintenance and repair of all office property, supplies and equipment.
- Ensures all Peace Corps property is correctly accounted for and reported. Maintains records of all new acquisitions of property, dispositions of property and current property inventory in accordance with Peace Corps regulations. Responsible for filing property and procurement reports in a timely, accurate manner.
- Ensures that the Peace Corps office facilities present a professional and functioning atmosphere at all times – making recommendations regarding the purchase of equipment, supplies, work to be performed, etc. to ensure maintenance to the highest standards.
- Manages the motor pool (vehicle fleet) in an effective manner to safeguard U.S. Government property.
- Schedules all vehicle requests and assigns drivers for each trip in a timely manner. Assures that vehicles are maintained and serviced as appropriate. Coordinates disposal of vehicles per U.S. Government policies.
- Oversees/facilitates, in conjunction with other Peace Corps Morocco staff, the logistics for the emergency departure of trainees & volunteers, including emergency leave & medical evacuation when required.
- Makes arrangements in assisting emergencies from other Peace Corps countries, particularly medical evacuations, coordinating logistical needs such as airport clearance and transit processing. Serves as the primary point person and project lead to ensure volunteers/trainees luggage, unaccompanied baggage or other shipping requirements are completed in a timely and proper manner.
- Liaises with landlords of leased property and coordinates repair or services necessary to maintain safe and secure office space and housing. Ensures compliance with USG/Peace Corps regulations in the allocation of residential space and maintenance of appropriate standards of staff living arrangements.
- Assists the DMO to ensure non-Personal Services Contracts (Guards, cleaning services, equipment leases, etc.) are fulfilled according to terms and recommends adjustments to existing contracts.

- Is available for duty on a 24-hour basis, in order to respond to emergencies involving volunteers and staff. Will be expected to work additional hours as needed, including holidays and weekends, to coordinate and provide management support for the Peace Corps in extraordinary events and official functions.
- Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and Country Director (CD). Serves as Peace Corps' Duty Officer on occasion, participating in post's duty officer rotation system.
- Performs other duties and responsibilities as defined in the position Statement of Work or as assigned.

**MINIMUM QUALIFICATIONS REQUIRED AND PROVEN EXPERIENCE IN THE FOLLOWING:**

- **Education:** University degree or equivalent, preferably in the area of business administration, project management, operations management, or other relevant areas. .
- **Prior Work Experience:** Minimum three to five years of relevant and progressive work experience involving procurement, contracts, logistics and maintenance services. Demonstrated work experience must also include :
  - Supervisory responsibility for a staff of multiple individuals.
  - Managing a motor pool/fleet of vehicles with multiple vehicles.
- **Language Proficiency:** Fluent in Arabic. Demonstrated English and French proficiency – written and oral.
- **Job Knowledge:** Possess excellent organizational and administrative skills with ability to prioritize critical tasks coupled with solid communication skills and a genuine customer service approach.
- **Skills:** Possess working knowledge of general software applications: Microsoft Office (Word, Excel and Outlook). Ability to learn and use various Peace Corps systems, PC Vehicle policies and applicable financial processes.
- **Abilities:** Must exhibit good judgment, courtesy, tact and the proper protocol when interacting with Volunteers, vendors, visitors and other members of the public and possess a positive attitude with the skills and knowledge to perform the job under general instructions.
- Patience, confidence, flexibility, ability to work under pressure and maintain a positive attitude.

**Other Requirements:**

- Pass a background investigation
- Moroccan citizen or legal resident with valid status to work in Morocco
- Able to obtain a visa to travel to the USA as required for Peace Corps purposes
- Possess valid category B driving license for Morocco with minimum 5 years of practical experience

For consideration, all applicants must submit a Resume (CV) together with a Cover Letter stating in detail how their education and experience fulfill the requirements of the position. Submitted material must address listed requirements.

**Both Cover Letter and Resume (CV) must be type written in English and emailed by closing deadline to:**

**hr@ma.peacecorps.gov**

**Please include the title of the position for which you are applying in the subject line of your email.**

Only applicants selected for interviews will be notified by telephone and/or email.

All experience, skills and qualifications will be verified. Employment is contingent on a favorable security background check.

*The United States Peace Corps is an Equal Opportunity Employer.*