

U.S. Peace Corps/Guatemala seeks to contract an Executive Secretary



Peace Corps is a U.S. Government agency that works in over 60 countries around the world to bring U.S. Volunteers to work side by side with local partners for two years.

We are seeking an exceptional candidate for the role of Executive Secretary (ES). This position will serve as executive secretary to the Peace Corps Country Director (CD), Director for Management and Operations (DMO), and the Director of Programming and Training (DPT) in Guatemala, performs office support functions in English and Spanish. The ES will perform duties including but not limited to: secretarial and administrative assistance, drafts general correspondence, manages calendar and schedules, take notes at meetings, keep and maintain official records, provide support to Peace Corps Trainees and Volunteers, provide support and coordinate events (includes logistics and diplomatic protocols) as well as other duties assigned by CD. The ES works under the supervision of the Peace Corps Country Director (CD). The ES reports to the office located in Santa Lucia Milpas Altas, Sacatepéquez.

Required Qualifications:

- a. **Education:** Must have University studies in business administration or related field. University degree is preferred. If the candidate does not have a university degree, then a minimum of three (3) years of appropriate job related experience is required.
- b. **Experience:** Must have three (3) years of progressively responsible administrative, secretarial, events management or related experience. Experience in international organizations similar to Peace Corps is preferred.
- c. **Language Skills:** Level IV English proficiency is required, written and spoken. If other non-native Spanish language speaker, fluency in Spanish is required.
- d. **Knowledge, Skills and Abilities:**
 - ✓ Microsoft Office programs (Word, Power Point, Access, and Excel), required.
 - ✓ Ability to use internet based communication technologies is required. Digital Platforms (zoom, google meets, etc.) knowledge is preferred.
 - ✓ Ability to work in a multicultural environment is required. Previous understanding and/or experience with the Peace Corps or similar organizations is preferred.
 - ✓ Ability to draft clear and precise program documents in English and Spanish, per detailed instruction.
 - ✓ Must have excellent communication skills.
 - ✓ Must be a very well organized person, with excellent human relations and secretarial skills, including word processing, filing, etc.
 - ✓ Preferred knowledge of Peace Corps organization and of program and projects in assigned sectors

Basic Compensation ranges from Q186,000 – Q289,000 per year and will be negotiated based on documented salary history and experience, other bonuses to be made in accordance with local labor law. The contract is contingent on availability of funds, reference checks and security background check.

The anticipated contract will be for a base period, with up to four option periods, exercisable at the unilateral option of the Peace Corps based on satisfactory performance, continued need for the position and availability of funds. This is a full-time position, requiring a minimum working schedule of 40 hours per week.

Must be a Guatemalan Citizen or possess a Guatemalan Residency and/or Work Permit at the time of application. Relocation assistance not offered.

Peace Corps reserves the right to not evaluate or to withhold an offer of a personal services contract to an individual that has a history of poor past performance or conduct as a Peace Corps Trainee, Volunteer, or staff member (USDH, PSC, or FSN).

Peace Corps reserves the right to withhold an offer of a personal services contract to an individual that is a relative or household member of a current Peace Corps staff member.

Individuals who have current or prior connections with intelligence activities or agencies through employment, related work, or even family relations may be ineligible for a personal services contract.

Please submit in **English and in PDF** format to the following e-mail address GT-HR@peacecorps.gov, no later than **July 17, 2022, 24:00 hr. (midnight)** and identify your application in the subject line as: **ES**.

- Up to 3 page resume including at least three professional references (one should be the current or most recent supervisor) and salary history
- Letter of interest that highlights all of the required qualifications, specifies experience and skills, and your current/previous salary. If you have a relationship with anyone that works with Peace Corps/Guatemala, you must provide their name(s) and relationship. Include in the letter if you have ever served Peace Corps as a Trainee/Volunteer or as a staff member (USDH, PSC, or FSN); if so, identify the position location, position type, title, and starting and ending dates.
- Copy of Guatemalan ID or residency document.

Applications must follow the above instructions to be considered.

Only those candidates moving to second phase in the process will be contacted.

Peace Corps will not discriminate against an applicant because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older, except when the applicant is beyond the mandatory retirement age in the country of assignment), disability, or genetic information.

STATEMENT OF WORK

Executive Secretary

Reports to/
Evaluated by: Country Director (CD)

BASIC FUNCTION OF POSITION:

As executive secretary to the Peace Corps Country Director (CD), Director for Management and Operations (DMO), and the Director of Programming and Training (DPT) in Guatemala, performs office support functions in English and Spanish.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Executive Office Support

(30%)

1. Provides secretarial and administrative assistance and support to the CD. Drafts general correspondence, manages CD calendar and schedules as well as reconfirms requested appointments by staff, PCVs, and interested persons, once confirmed by the CD. Makes appointments on behalf of the CD as requested.
2. Receives and filters telephone calls for the CD. Collects caller information and purpose of the call, looks for solutions if necessary or transfers them to the DPT or DMO; or takes detailed messages.
3. Assists CD with scheduling and the agenda for senior staff meetings and All Staff meetings. Participates and takes notes, keeping records of important Peace Corps/post policies and decisions made.
4. Estimates and prepares in-country travel authorizations and travel reimbursement vouchers for the CD, DPT and DMO. Arranges logistics for in-country travel for the CD, DPT and DMO, reserving hotels, vehicles/drivers (CD only), and reporting USDH movements to the RSO as required.
5. Coordinates PC/G calendar and annual planner in SharePoint. Works closely with CD, DPT, DMO, Training Manager, and other senior staff to ensure that PC/G's calendar and annual planner is updated and maintained. Actively consults with senior staff to input dates of activities with as much as lead time as possible and works with respective staff to make necessary changes. Brings any scheduling conflicts to the attention of CD, DPT or DMO as early as possible in order to facilitate resolution.
6. Responsible for gathering information from all sections to be shared in bulletin send to PCVs on a bi-weekly basis.
7. Responsible for gathering information from all sections to be shared in a Monthly Senior Staff Update.
8. Keeps the CD and DMO PCV Site Assignment Maps updated.
9. As requested by the CD, prepares special studies and reports.
10. Answers the PC/G main phone and transfers telephone calls, accordingly.
11. Coordinates post's social media communications by providing support and guidance to staff assigned upload and content responsibility (Program Assistants, ICDEIA committee, HRS (job listings), etc.). Insures relevant staff are posting according to PC Guatemala Social Media Work Plans, including verifying consent forms, and provide support and problem solving to post staff in execution of the plan. Reviews content prior to posting and edits as needed.
12. Serves as post point of contact for Communications with Peace Corps Washington, among others. Attends relevant Communications related meetings and trainings offered by Peace Corps Washington and identifies key information for post and communicates relevant information to Senior Staff.
13. Brings any questions related to content and compliance to the attention of the CD, as needed.

B. Volunteer Services and Support**(35%)**

1. Responsible for knowing and interpreting regulations when processing all Close of Service (COS), Early Termination (ET) and Medical Separation (MS) terminations of Volunteers and Trainees, as specified in Peace Corps Manual Sections 281 and 284.
2. Provides Volunteers and Trainees with specific COS, ET or MS packages and orients them on the steps they need to follow to complete the requested termination check list.
3. Upon completion of the termination process, receives COS, ET or MS documents, verifies that each form is filled out correctly and sends COS, ET, or MS information through VESI to the Office of Volunteer and PSC Financial Services in PC/Washington, no later than 24 hours after Volunteer or Trainee's termination date.
4. For early terminating Volunteers or Trainees, forwards ET documents to the Office of Strategic Information, Research and Planning (OSIRP) as specified in MS 284.
5. Receives and processes Volunteer extension requests approved by CD and reports them to PC/Washington by updating VICA database. Notifies PC/G Administrative Section, Medical Office, and programming staff of approved extension.
6. Receives and processes requests of changes in Home of Record. Ensures that reason to request change complies with those governed by Peace Corps Manual Section 219. Once approved by the CD, sends it to the Office of Volunteer and PSC Financial Services in PC/W. Advises the Volunteer and PC/G Cashier/Travel Assistant of change, once approved.
7. Offers Volunteer Health Insurance packet, and orients them regarding its purpose and payment conditions. Sends applications to the appropriate staff in PC/W when requested by interested Volunteers or Trainees.
8. Receives and confirms that Allotments and Withdrawals from the Readjustment Allowance Request forms from Volunteers are filled out properly and sends them to the Office of Volunteer and PSC Financial Services in PC/W for processing; informs Volunteers of allotment/withdrawal approval. When necessary, finds out status of requests by e-mail.
9. Informs the Office of Volunteer and PSC Financial Services in PC/W and the Principal Cashier in PC/G of any Volunteer who has been granted with a Leave Without Allowance period.
10. Provides Volunteers and Trainees with Loan Deferment Certification Letters.

C. Records Management Officer**(20%)**

1. Leads, interprets and insures compliance with Post Records File Plan advising all non-medical PC/G personnel of regulations. Serves as the CD designee for Privacy Act and Freedom of Information Act matters.
2. Maintains electronic and paper files of Country Director's correspondence and files.
3. Maintains, records and updates Standard Operating Procedures (SOPs) for post. Supports timely completion and annual review of SOPs by senior staff and process owners.
4. Maintains personal files of all Peace Volunteers by arrival group. Upon completion of service, screens and unifies personal and program correspondence, and follows Records Management and Retention guidance related to disposal.
5. Disposes of files of Peace Corps Volunteers according to Records Management and Retention Guidance.
6. Upon receipt of Termination Reports from Volunteers (COS or ET), files them in the office-share site history file.
7. Locates and provides termination reports upon request of PCVs or PCTs.
8. Determines information necessary for all Peace Corps/Guatemala offices regarding PCV/PCT records to include in PC/G database. Makes the initial entry in the data base with PCV/PCT information with every training cycle and keeps it updated to generate monthly reports, as necessary.
9. Keeps monthly record of Volunteer and Trainee terminations, by project and sector.

D. Event Management**(10%)**

1. In coordination with the DMO, DPT, Training Manager, and CD, manages timely and complete logistical arrangements for Volunteer Swearing-in Ceremonies, and other official Peace Corps post-

wide events, which may involve programming, publicity, vendors, budget, confirmation of attendance, decorations/gifts, diplomas/certificates, coordination of security with the GSM, etc.

2. Manages the logistical arrangements for annual staff and other events assigned by the CD.
3. Identifies vendors for all above events, obtains necessary bids for products/services with them to meet the needs of Peace Corps within the budget allotted, make micro-purchase requests and other administrative details.
4. Responsible for coordinating protocol associated with diplomatic or special guests and advising USDHs of any special protocol or security arrangements.

E. Additional Duties

(5%)

1. Serves on in-house committees and task forces as requested by the CD.
2. Participates in the implementation of the Emergency Action Plan (EAP).
3. Serves as Floor Warden for the Executive Office area.
4. Other duties as assigned.
5. 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.