
PERSONAL SERVICES CONTRACTOR (PSC) VACANCY ANNOUNCEMENT

Reference Number: PSC-24-001

Position Title: Executive and Communications Assistant

Location: Monrovia, Liberia

Open To: All interested candidates. Preference will be given to candidates residing in Liberia or who are citizens of Liberia at the time of application.

Closing Date: All applications must be received by 5:00 pm on 22 November 2023. Late applications will not be considered further.

Work Hours: Full Time; 44 hours per week; Typically, Monday through Thursday from 8:00 am to 5:30 pm and Friday from 8:00 am to 2:00 pm, with flexibility to work additional hours or on weekends on an as-needed basis.

Length of Contract: The anticipated contract will be for a base period of up to one year, 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.

Peace Corps/Liberia is seeking an executive and communications assistant. The primary responsibility of this position is to provide administrative support to the Country Director (CD) and serve as the point of contact for all Peace Corps Liberia communications needs. The ECA takes on a wide variety of administrative tasks on behalf of the CD to allow their efforts on the programmatic and managerial priorities of Peace Corps Liberia. The ECA will also be responsible for ensuring that Peace Corps Liberia has a lively social media presence and is well represented with the Liberia government, partner organizations, and potential Peace Corps Volunteers.

The full statement of work for the position, including all the duties and responsibilities, can be downloaded on Peace Corps/Liberia's website at <https://www.peacecorps.gov/liberia/contracts>. Candidates can download the required application form at the same website. The point of contact for this position is LR-Jobs@peacecorps.gov.

Qualifications for the Position: Applicants must address each required qualification listed below with specific and comprehensive information supporting each item using the attached application form. Failure to do so will result in a determination that the applicant is not qualified.

Required Qualifications:

- Education: Minimum of a University degree, equivalent to a bachelor's degree, in any field.
- Prior Work Experience: At least three years of professional experience in an administrative or assistant position.
- Professional level fluency in written and spoken English.
- High level of computer fluency in Microsoft Office Suite of programs, including Word, Excel, and Outlook
- Must be able to operate general office equipment such as copiers, printers, computers, cell phones, and others.
- Strong written communication skills
- Must have valid work and/or residency permits allowing work in Liberia.

Desired Qualifications

- Education: Bachelor's degree or higher in communications, administration, social sciences, or related field.
- Experience in developing social media campaigns or posts for an organization.
- Experience drafting and writing the content for official communications (letters, reports, publications) for an organization.
- Experience designing publications/reports for an organization.
- Knowledge of Canva, Publisher, Adobe Illustrator, or other design software

How to Apply:

A complete application will include the following documents:

- Cover letter
- Current curriculum vitae (CV) or résumé
- Completed application form (available to download at <https://www.peacecorps.gov/liberia/contracts>)

Your application materials will be scored against the minimum and desired qualifications, so please include sufficient information for us to be able to evaluate your candidacy. Do not submit any other documentation with your application.

All application materials should be submitted to LR-Jobs@peacecorps.gov with the subject line: Executive and Communications Assistant – 2023.

The deadline for submission of applications is Wednesday, November 22, 2023, at 5:00 pm. Applications received after this date will not be considered. Candidates who are determined to be highly qualified for the position will be further evaluated through a practical examination and/or interview.

Due to the high volume of applications for all positions, only those invited to participate in technical tests and/or interviews will be contacted.

Limitations:

- The award of this contract is contingent on availability of funds, reference checks, and completion of a positive security certification.
- 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 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.
- The selected individual will be required to comply with any medical and/or training requirements specified for their position in accordance with public health and/or occupational health or safety policies.
- 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), disability, or genetic information.
- The individual selected may be asked to complete one or more temporary duty assignments at other Peace Corps posts, transfer to another Peace Corps post, or to complete a detail with another USG agency, a Peace Corps Headquarters office, or with a post other than the post of assignment. As part of an approved detail, the individual may be requested to perform work that may be specifically in line with or may add to the duties stated in the contract.