



**EXTERNAL AND INTERNAL  
PERSONAL SERVICES CONTRACTOR (PSC) VACANCY ANNOUNCEMENT**

**Reference No:** PSC – 24 – 012

**Position Title:** Assistant General Services Manager (AGSM)

**Location:** Monrovia, Liberia

**Reports To:** General Services Manager (GSM)

**Number of Position(s):** One (1)

**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:** **September 24, 2024**

**WORK HOURS:** The AGSM: 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.

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**Position Summary:**

The Assistant General Services Manager (AGSM) works under the supervision of the General Services Manager (GSM) and assists in providing logistical, maintenance, vendor and management support to post relating to properties, and other Peace Corps assets. The AGSM is the main POC for all General Services Reports and works in close coordination with the General Services Manager and Director of Management & Operations on all aspects of day-to-day duties. The AGSM will also coordinate the daily work of Janitors at the main office in Monrovia and Training Center in Kakata, Margibi County.

The AGSM is a multi-function position requiring a high degree of energy, flexibility, and management ability in areas of planning, organization and attention to detail. Due to the numerous duties; the AGSM will need a strong sense of prioritization, the ability to efficiently delegate, and can reasonably expect to work outside of standard office hours. The AGSM is authorized to operate PC vehicles to perform work within the scope of outlined duties.

## **DUTIES AND RESPONSIBILITIES**

### ***Property Management:***

- Assures timely maintenance of Peace Corps residences, offices, and any future facilities that may be acquired.
- Ensure timely payment of utility bills (water and sewage) for the main office.
- Maintains records, including costs, on all property from purchase through disposition. Such equipment/facilities will include the office, residences, vehicles, copiers, fax machines, IT equipment, and other assets with a value in excess of USD 500.
- Addresses all needs for repairs, renovations, and other property fixes as identified in monthly maintenance and inspection reports.
- Follows work order process to ensure timely completion of property repairs.
- Manages Peace Corps storage units and future warehouses.
- Maintains floor plans for all PC/Liberia properties and updates them when changes occur.
- Cultivates and maintains critical, professional working relationships with landlords, vendors, and service providers to facilitate property management.
- Ensure that office lights, kitchen appliances, and other general equipment are turned off at the end of each workday and that outside security lights are turned on; ensure that all inside and outside doors are closed and that all office entry doors are locked.
- Maintain welcome kit for new staff and ensure that all items are inventoried before being checked out and are accounted for when returned.
- Maintain a secure set of keys for all internal and external doors and generators for all PC Liberia Properties:
- Manage trash collection vendor and ensure consistent service standards; ensure that all organic and office trash is gathered and disposed of in a hygienic, tidy, and timely manner.
- Ensure all gardening/cleaning equipment is properly inventoried and returned to their proper place of storage at the end of the workday.
- Cultivates and maintains critical, professional working relationships with landlords, vendors, and service providers to facilitate property management.
- Put in place a preventative maintenance system for all Peace Corps Liberia properties to include the maintenance of buildings/structures, water distillers, water filters, water pumps, electrical systems, plumbing systems, and generators.
- Maintains a network of vendors that can quickly provide emergency services for plumbing, electrical, generator, or other emergency needs that are beyond his/her ability.
- Create systems related to office and training center maintenance that are transparent, fair, promote good usage, and create good internal controls to protect the safety of Peace Corps staff members.
- Create a transparent tracking system for electricity, water, sewage, and generator fuel use.
- Liaise with Mechanic to ensure all generators have sufficiently full fuel tanks and that there are good internal controls on the generator fuel delivery storage, and usage.
- Ensure that Office supplies including water are always sufficiently available

### ***Inventory Management***

- Familiarizes himself/herself with rules and regulations concerning inventory management according to relevant Peace Corps Manual Sections including 511, 515 and 711.
- Regularly maintains the Sunflower inventory database and inventory logs; performs annual physical inventory of all Government owned property in Peace Corps residences, offices and storages and performs property disposal in accordance with PC regulations.

- Manages Peace Corps inventory system for Peace Corps property; assures the inventory is verified at least once yearly, and the new items are tagged and logged upon arrival and /or purchase and/or movement.
- Organize furniture and equipment, prepares documents and follow up for the public auctions, property sales or Embassy sales.
- Properly maintains Peace Corps records and filing structure in the General services section.

***Procurement:***

- Understands and follows rules and regulations concerning procurement according to Peace Corps Manual in performance of official duties
- Assists in obtaining quotations for the procurement of vehicles, furniture, equipment, office supplies, maintenance and reproduction services.
- Assists with contracts, outside vendors, and credit procedures with approved vendors, and advises staff on availability of products or services.
- Understands and follows rules and regulations concerning procurement according to Peace Corps Manual in performance of official duties.
- Ensures that all capital asset-non-expendable good purchases follow proper Peace Corps regulations regarding cost and competitive bidding and maintain corresponding documentation.
- Remains abreast of local market conditions, including price and availability of items procured on a regular basis and adept at procuring such items at competitive prices.
- Assures that vendors meet all USG standards and/or determine availability of new vendors via regular vendor evaluations.
- Assists DMO/GSM with maintenance contract negotiations for Peace Corps equipment.
- Follows and understands the Peace Corps Liberia Procurement/Receiving Process.
- Obtains quotes for purchasing equipment or supplies needed for property management; assure appropriate documentation and filing of quotes and procurement related documents.
- Calculates interim cash advances to cover necessary general services purchases. As part of this responsibility, correct documentation should be submitted to the FA, DDMO, DMO, and/or Cashier in order to clear advances on a timely basis.

***Generator Maintenance***

- Works with mechanics to ensure timely maintenance of Peace Corps Generators
- Ensure that Generator Fuel log is up to date
- Ensure that Office and Training center generators have sufficient fuel to run Peace Corps Facilities

***General Services Reports:***

- Carries out monthly maintenance inspections of all Peace Corps properties and provides detailed documentation to DMO and GSM.
- Ensure the weekly Maintenance checklist is completed in office and Training Center.
- Recommends and schedules maintenance or upgrade projects to be completed in response to findings from inspections and/or recommendations from staff.
- Documents all projects completed to include scope, photos, budget, and comments.
- Documents and responds to all staff requests for malfunctioning property or need for maintenance.
- Develops electronic tracking systems / documents for General Services related projects.

- Provides inventory reports to GSM and DMO as needed.

### ***Driving***

- May be required to operate Peace Corps vehicles and must do so in a safe and courteous manner, always obeying traffic laws.
- Ensures that driver's license is kept current and is appropriate for the types of vehicles driven on behalf of Peace Corps.
- Ensures each vehicle clearly displays an accident card, a non-smoking sign, a buckle-up sign and no cell/text sign.
- Follows defensive driving guidelines.
- Enforces no smoking rules in all vehicles.
- Observes good safety and security practices with passengers (i.e., ensures that all passengers delivered at night are indoors before departing and all passengers wear seat belts).
- Remains extra vigilant when transporting cash-carrying staff.
- Maintains accurate mileage and fuel logs and completes vehicle checklists for each trip taken.
- Serves as on-call duty driver as scheduled or by special request.

### ***Other:***

- Assures that property (office, property, and/or vehicles) is secured and that keys are safeguarded.
- Operates Peace Corps vehicles for official purposes in a safe and appropriate manner, adhering to Peace Corps and local laws.
- Other duties as indicated by the GSM and DMO.

### **Safety and Security:**

Works with drivers to ensure that safety and security standards are met for appropriate Peace Corps vehicle operation and maintenance. Coordinates with Safety and Security Manager (SSM) to ensure that emergency radios or other communication devices are in good working order. Page 31 of 50

Supports the DMO in planning and conducting fire drills and duck and cover drills. Supports completion of necessary safety and security upgrades to office, USDH staff residences, and other Peace Corps facilities. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

### **Designations:**

#### ***Occasional Money Handler***

As a designated Occasional Money Handler, be required to courier cash and /or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, 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. • Other duties as indicated by the DMO.

### ***Receiving Officer for Medical Goods***

May be designated as Receiving Officer for Medical Goods.

Responsibilities as a Medical 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.

### ***Supervision and Guidance:***

- Maybe designated limited supervisory roles by the Country Director after successful completion of training requisite to supervisory duties.
- AGSM is Supervised by the GSM.
- AGSM supervises the following staff members:
  - Two Janitors in the Peace Corps Main office
  - Two Janitors and one Facility coordinator at the Training site in Kakata, Margibi County
  - Intermittent and temporary contractors including casual laborers

### ***Supervisory Duties:***

- Schedules supervisees Leave days for annual Leave, comp time and other leave.
- Signs off on supervisees time sheets.
- Supports and assists in providing direction to short term and intermittent contract staff.
- Closely monitor vendors working in the office and residences
- Ensures timekeeping records are accurate and submitted in a timely manner.
- Knowledgeable of local government labor laws and practices and complies with same.
- Advises GSM and DMO on personnel issues.

### **Required Qualifications:**

#### **Education:**

- Bachelor's or AA degree in Managerial or Social Sciences or related field such as Management, Economics, Finance, Procurement, Psychology or Sociology.
- Diploma or A Certificate in Procurement, Property maintenance, vehicle maintenance, or construction maybe an added bonus.

#### **Prior Work Experience:**

- Three (3) to Five (5) years of experience in property maintenance and related experience such as construction, electric and other.
- Up to Three (3) years' experience in procurement processes.
- Experience in managing inventory system.
- Experienced working with Microsoft Office suites.
- Supervisory experience in coordinating other staff.
- Experience working with international/Intercultural organizations
- Experience in minor mechanical maintenance for vehicles and generators.

- Ability to operate a standard gear vehicle preferably a 4x4 vehicle.
- Valid driver's license for operation of vehicles in Liberia

### **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](mailto:LR-Jobs@peacecorps.gov) with the subject line: **GSM – PSC – 24 - 012.**

The deadline for submission of applications is **Tuesday, September 24, 2024, 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.

