



VACANCY ANNOUNCEMENT

POSITION: Information Resource Coordinator/Receptionist

OPEN TO: All interested, qualified candidates (*)
DUTY STATION: Rabat/Morocco
TARGET DATE OF ENTRY ON DUTY (START DATE): December 2023 (**)

SALARY LEVEL: An annual gross salary of 190,667 MAD (*negotiable within a pre-determined range based on selected candidate's verifiable salary history and experience*), based on 40-hour work week. The US Peace Corps offers an attractive, competitive package including CIMR, CNSS, Health and Disability insurance, Annual Leave and other benefits. Applicable withholdings will be made from the personal service contractor's gross salary for CNSS and CIMR contributions, health/life/disability insurance, and all applicable tax obligations as imposed by government authorities.

** All active Peace Corps Morocco personal service contractors (PSC) – at 'post' and 'hub' offices - are required to have worked in their current position for twelve (12) months before their applications will be considered for a different Peace Corps Morocco personal services contract position. The Country Director may consider exceptions to this requirement based on the operational needs and best interests of Peace Corps Morocco.*

CLOSING DATE (DEADLINE) FOR APPLICATIONS: Friday, August 25, 2023

The United States Peace Corps Morocco is seeking an Information Resource Coordinator/Receptionist. The Information Resource Coordinator/Receptionist is responsible for identifying, securing, managing, and distributing technical and information resources to Volunteers and staff. This includes the management of the resource center, which houses over 4,000 books, manuals, and other physical resources. The Information Resource Coordinator/Receptionist performs receptionist duties for the Peace Corps office.

One or more candidates may be selected from this advertisement based on need and availability of funding.

JOB RESPONSIBILITIES (*The following are partial duties; the full description of all duties will be listed in the Information Resource Coordinator/Receptionist Statement of Work*):

MAJOR DUTIES AND RESPONSIBILITIES

1. Resource Organization & Management (60%)

- a. Works closely with programming and training and other Peace Corps staff to support the development of the Information Resource Center resources aligned with the needs of Peace Corps Morocco Volunteers and staff
- b. Implements, maintains, and updates electronic resources and databases that list the library collection and resource materials, using the resource database system
- c. Classifies, catalogs, and shelves incoming books and resources according to Information Collection and Exchange (ICE) classification and library procedures
- d. Orders relevant resources for purchase and ensures that outdated, worn, or irrelevant materials are donated or discarded
- e. Orients new Peace Corps Volunteers (PCVs) and staff on library services and procedures, and promotes library resources throughout the year
- f. Proactive outreach to Volunteers to identify resources useful to their individual work
- g. Co-plans and co-facilitates small library development training for Peace Corps Volunteers and counterparts
- h. Efficient and responsible handling and safekeeping of records both electronic and hard copies, compliant with Peace Corps' Record Management policies and procedures

2. Collection and Sharing of News on Morocco (10%)

- a. Keeps PCVs and staff informed of current events by reviewing news sources and sharing in the Weekly Update
- b. Tracks key research on Moroccan issues and shares with relevant staff
- c. Manages history of Peace Corps Morocco information and shares as needed.

3. Receptionist (30%)

- a. Greet visitors / guests in the reception area, monitor and controls access to main entrance of office via the CCTV monitor
- b. Receive phone calls take message and forward them to appropriate staff and ensure phones are covered at all times
- c. Assist in placing phone calls in-country and overseas for PC Staff, audit phone bills, and forward billing to Administrative Assistant
- d. Sign for delivered mail, registered mail, and other special deliveries
- e. Research phone plans, make recommendations, maintain the relationship with the Phone Company, audit phone bills and usage, prepare information for collections
- f. Order and track phones given to PCVs and TDY staff including phone cards and contracts
- g. Assist PCVs and staff with lost phones and phone inquiries
- h. Keep all assigned PC property secure during duty hours
- i. Maintain proper operation of the security video equipment and notify General Services if problems exist.
- j. Perform informal translation between Darija, French, and English to support Staff

Required Qualifications and Work Experience

- a. Bachelor's degree from a college or university
- b. Minimum of 3 years of library management or information management experience
- c. Fluent in Arabic, French and English
- d. **Moroccan citizen**

APPLICATION INSTRUCTIONS

For Consideration, all applicants must submit a Resume (CV) together with Cover Memo Letter by closing Deadline Friday, August 25, 2023 via e-mail to address below:

Moroccojobs@peacecorps.gov

IMPORTANT - FOR ALL APPLICANTS – REVIEW CAREFULLY BEFORE SUBMITTING YOUR APPLICATION TO PEACE CORPS

All applicants must carefully adhere to the specific instructions listed below when submitting their applications. Failure to comply will be cause for your application to not be evaluated further.

Both the Resume (CV) and Cover Letter must be type written in English.

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

Referring to the list of REQUIRED QUALIFICATIONS above, ensure that - in your Resume (CV) or in your Cover Letter, that you clearly state or confirm – as described below:

1. That you have a minimum of a Bachelor's Degree from a college or university
2. That you have a minimum of 3 years experience of library management or information management.
3. Briefly indicate/note your level of English, French and Arabic proficiency. For example, using the *Common European Framework of Reference for Languages*, such as B2, C2, C1, etc. Or (as applicable): 'Intermediate/Good' or 'Very Good' or 'Excellent'/'Fluent')
4. If you are a Moroccan citizen

Due to the high volume of applications received, only applicants selected for interviews will be notified by telephone and/or email. All experience, skills and qualifications will be verified. The award of a contract to the selected candidate, and their actual start date, will be contingent on a favorable background check.

The United States Peace Corps is an Equal Opportunity Employer.