



# Peace Corps Morocco

## VACANCY ANNOUNCEMENT

### ADMINISTRATIVE ASSISTANT – TRAVEL COORDINATOR

OPEN TO: All Interested, Qualified Candidates  
POSITION: **Administrative Assistant – Travel Coordinator**  
DUTY STATION: Rabat, Morocco  
TARGET START DATE: January 2024

**SALARY LEVEL:** An annual gross salary of 194,166 MAD ((negotiable within a pre-determined range based on selected candidate's verifiable salary history and experience) based on 40-hours/week. The US Peace Corps offers an attractive, competitive package including CIMR, CNSS, Health and Disability insurance, Annual Leave and other benefits. Applicable deductions will be made from the personal services contractor's gross salary for CNSS and CIMR contributions, health/life/disability insurance, and all applicable tax obligations as imposed by government authorities.

### **DEADLINE FOR APPLICATIONS: Friday, October 27, 2023**

The United States Peace Corps seeks a qualified individual to serve as a contracted **ADMINISTRATIVE ASSISTANT – TRAVEL COORDINATOR (AA/TC)**. The targeted start date for the selected candidate will be January 2024. The AA/TC performs wide range of travel and administrative activities. The position encompasses diverse responsibilities; accordingly, the AA/TC will be a competent, genuine team player who possesses a positive attitude; personal flexibility and self-initiative; and who consistently demonstrates an outstanding work ethic, spirit of cooperation and customer service. The AA/TC is responsible for managing all duties related to in-country or international travel for Peace Corps staff, Trainees/Volunteers or other visitors; and performing all administrative activities as required.

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

#### **JOB RESPONSIBILITIES [A full description of all duties will be listed in the AA/TC's Statement of Work]:**

##### **Travel and Transportation**

- Manages the entire travel process, from initial request to completion for staff, volunteers and others.
- Processes all transactions in financial systems related to travel obligations, disbursements, liquidations, requests and clearing of travel advances, and other required travel-related processes
- Prepares all Travel Authorization (TA) and examines vouchers and logs for official travel
- Assigned as post Travel Cardholder. Administers the Citibank Travel Card for flight and venue payments, ensuring timely allocation and submission of monthly payment cycle
- Ensures all travel policies and procedures are followed in compliance with US Government regulations
- Books airline tickets, make ground transportation arrangements, hotel reservations & other related tasks
- Assumes primary oversight and responsibility for the entire Unaccompanied Baggage (UAB) process to ensure volunteers' personal effects are returned to the USA in an optimum manner.
- Assists with all emergency travel events as needed to arrange/coordinate bookings, reservations, etc.
- Coordinates with all parties to provide effective support in emergency situations: Early Termination (ET), Medical Evacuations, Emergency Leave, Close of Service, and all other tasks during emergencies
- Travels with Peace Corps staff to volunteers' sites around Morocco – as may be necessary on occasion – to assist with the transportation or administrative operations close-out activities at these sites.
- Is available/willing to work extra hours as needed (nights/weekends/holidays) to respond to emergency travel requirements or events involving volunteers and staff.

##### **Administrative Operations**

- Provides overall administrative support to admin operations – as assigned by the DMO.

- Serves as post Receiving Officer and Acceptance Point Clerk for supplies and materials, including medical supplies and medications.
- As assigned by the DMO, takes primary administrative oversight/control as an Inventory Control Officer for all supplies/materials. Maintains inventory of office supplies, monitors usage and prepares reports.
- Participates as the Admin Point of Contact for Peace Corps' annual records management review.
- Prepares and submits other reports as may be assigned by the DMO
- Supports the General Services Manager/General Services Assistant as a key resource to the post mail operations team. Under direction of the DMO, contributes to mail operations' tasks at post.
- Covers the main telephone line and reception area/duties as the primary back-up to the main receptionist during lunch breaks, annual leave, sick leave or other times as needed to handle these tasks.
- Designated as an alternate cashier to support the Principal Cashier and handle duties as acting principal cashier at intermittent times during the year per USDO guidelines or during Principal Cashier leave.
- Provides administrative support to the IT Specialist and assists with miscellaneous, basic IT 'troubleshooting' tasks to support post operations.
- Creates and maintains vendor data files in ForPost as may be appropriate and requested.
- Performs other duties and tasks as assigned or required to support the mission of Peace Corps Morocco.

### **MINIMUM REQUIRED QUALIFICATIONS**

**Education:** University degree, preferably in areas such as business administration, tourism/hospitality management, project management, operations management, or other similar disciplines.

**Prior Work Experience:** Minimum two years of extensive, relevant, administrative work experience. (Preferably, experience to include travel/transportation-related duties.)

**Language Proficiency:** High level of English proficiency (verbal/comprehension/written) required to meet the overall requirements of the position. Fluent Arabic and proficiency in French.

**Computer Skills:** Ability to effectively operate systems/applications required in an administrative position. Thorough experience and competencies in Microsoft Office (Excel/Word/Outlook) required.

### **DESIRED SKILLS AND KNOWLEDGE**

**Job Knowledge:** Possess excellent organizational and administrative skills with ability to prioritize critical tasks coupled with superior 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.

**Abilities:** Must exhibit good judgment, courtesy, tact and the proper protocol when interacting with Volunteers, work colleagues, 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. Demonstrate patience, confidence, flexibility and ability to work under pressure and maintain a positive attitude.

**Experience and Skills:** Possess valid license and three or more years of actual, practical driving experience.

**OTHER REQUIREMENTS:** As part of the review process, initial selected applicants will be scheduled for a conversation with a designated Peace Corps staff member to assess the applicants' English proficiency. Subject to this review, selected candidates under consideration will be invited to advance in the selection process, which will include further assessments (example, proficiency with Microsoft Office or other assignments) and a personal interview.

### **IMPORTANT - APPLICANTS SHOULD PROVIDE THE FOLLOWING IN THEIR SUBMISSION:**

- Applicant's CV/Resume should include and state their level of English ability or proficiency (speaking/writing/comprehension)
- Applicant's CV should also indicate their computer (IT) knowledge or types of computer skills they have (example, Microsoft Office, other computer programs/applications) AND their level of experience or proficiency with any listed computer skills

For consideration, all applicants must submit their 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 all listed requirements.

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

**[Moroccojobs@peacecorps.gov](mailto:Moroccojobs@peacecorps.gov)**

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

*Due to the high volume of applications received, we will only contact applicants who are being considered.*

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

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