



UNITED STATES PEACE CORPS – MOROCCO VACANCY ANNOUNCEMENT

POSITION: EXECUTIVE ASSISTANT
DUTY STATION: Rabat, Morocco
DATE OF ENTRY ON DUTY: As Soon As Possible

SALARY LEVEL: Base, Annual Gross Salary in range of DHs194,166. In addition to the Base Salary, the United States Peace Corps offers an attractive, competitive package of benefits [including allowances, health/life/disability insurance, competitive bonus opportunity, etc.]. Salary based on 40-hours/week schedule. Peace Corps will withhold all applicable deductions or contributions from the employee's gross salary [ie, the employee's portion of the CNSS and CIMR contributions, health/life/disability insurance contributions and pertinent US/Moroccan tax withholding requirements].

DEADLINE FOR APPLICATIONS: February 19, 2024

POSITION SUMMARY: The Peace Corps is seeking an **EXECUTIVE ASSISTANT (EA)**. The EA works under the direction and guidance of the Country Director (CD) and performs executive and administrative support functions for the CD.

The EA is expected to be a genuine *team player* who is service focused and possesses the interpersonal skills, positive attitude, and professional and job-related competencies to perform effectively in a dynamic, fast-paced, international humanitarian organization. The EA manages and maintains the meeting/appointment calendar and schedule of events involving the CD and performs myriad other tasks to assist the CD in effectively fulfilling their roles and responsibilities. The EA role is diverse and comprehensive; in addition to the Country Director, the EA will interact with the Director of Management and Operations (DMO), Director of Programming and Training (DPT), office colleagues and Peace Corps Volunteers in Morocco.

MAJOR DUTIES AND RESPONSIBILITIES

(The Major Duties and Administrative Tasks below are the summary responsibilities of the Executive Assistant role. The full Statement of Work/Job Description will be given to candidates selected for interviews.)

- Carries out all duties related to administrative support to Country Director, as well as support to the Director of Programming and Training (DPT) and Director of Management and Operations (DMO).
- Offers support and cooperation to colleagues, trainees, and volunteers.
- Models and demonstrates professional and transparent business practices at all times.
- Designs communication materials for Peace Corps Morocco's office (post).
- Plays a key role in post protocol including liaising with government agencies and the US Embassy.
- Maintains and safeguards personal or sensitive information in a strictly confidential manner at all times, commensurate with the expectations of and requirements for an Executive Assistant.

ADMINISTRATIVE TASKS

- Manages the CD's appointments schedule.
- Performs daily administrative support functions to support PC Morocco Country Director, as well as the DPT and DMO.
- Maintains accurate photo files and of PCVs and staff as well as other up to date staff contact lists.
- Communicates with US Embassy personnel relative to meetings and activities related to Peace Corps.
- Prepares all official correspondences (French) with Ministries, Governors and other partner organizations.
- Prepares monthly correspondence letter to the ministries indicating changes (Close of service, Early Termination, new assignments...) in cooperation with Financial Assistant.
- Arranges all diplomatic meetings, VIP visits and events including gathering staff bios, itinerary, local information for visitors and Welcome Packets.
- Prepares CD's courtesy calls with Ministers through diplomatic notes top ministry of Foreign Affairs.
- Assists Program Managers (PM) in writing, translating and sending PCVs' assignment/transfer/Early Termination letters, faxes to Ministry, Délégués and Supervisors in coordination with senior Program Manager.
- Maintains correspondence documents file
- Acts as Records Management Liaison for PC Morocco

- Supports DMO and other Peace Corps staff to assist departing volunteers with early termination [ET], close of service [COS] or other volunteer termination paperwork.
- Works closely and in collaboration with DMO and other Peace Corps staff to assist with Embassy 'checklist' items for newcomers [USDH and/or other TDY staff], including appointment setting and other tasks as required to ensure an efficient transition process.
- Updates the Staff bio book and maintains an updated PC Morocco organizational chart.
- Manages meeting agendas and minutes, including following up to ensure completion of action items.
- Assists in organizing events and other assignments as requested.
- Prepares trainees agreements and attestation de stage (the first day of Stage) and Volunteers agreements and Attestation de Travail (before the swearing-In) and when needed for the carte de Séjour.
- Supports the design and production of post written materials as well as online postings on websites and social media (including video production).
- Develops travel schedules of CD in conjunction with other staff.
- Supports visitor and newcomers to post, including logistics, hotel reservations, briefing materials, scheduling, and arranging meetings at the US Embassy.
- Provides administrative support to the Director of Management and Operations and the Administrative Unit when needed.
- Monitors Peace Corps Volunteers' (PCV) blogs and brings any concerns to the CD.
- Serves as backup for other positions as requested or designated [provide back-up 'coverage'].
- Assists Grants Manager in evaluating and reconciling and closing out volunteers' grants.
- Serves as a bridge to all units and a point of contact for various projects, follows up to ensure that all elements are achieved by designated staff.
- Designing the volunteers' map
- VIDA point of contact
- Back up IT
- Assist with the arrival of trainees at the airport.
- Ensure signed copies of DOS are shared with the volunteers and HQ and upload them in VIDA.
- Responding to emails / requests sent to peace Corps Morocco email address: MA-Info@peacecorps.gov .
- Performs other duties as assigned to support the Peace Corps Morocco mission, PCVs and staff.

WORK PARAMETERS

- Work Schedule: Typical work schedule of 8:00 am to 5 pm, Monday through Friday. Executive Assistant may be required to be on-call or work extra hours on a regular basis or weekends during certain times of the year and as required to meet the needs of the Peace Corps mission.
- Conduct expectations: Executive Assistant shall show up to work on time, be professional/respectful in in-person and written communications, respect confidentiality of sensitive information, dress appropriately for the occasion while working, that they come to meetings prepared, that they follow-through with assigned tasks in a timely manner, and that they not report for work while under the influence of alcohol or drugs.

MINIMUM QUALIFICATIONS REQUIRED

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- University degree required in fields related to Management/Administrative/Business
- At least two years of related work experience
- Language Fluency: Written and Spoken English, French and Arabic
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, etc.) and the cloud-based services of Microsoft 365 (Teams, OneDrive, etc.)

PREFERRED QUALIFICATIONS

- Strong communication and organizational skills.
- Patience, confidence, flexibility, ability to work under pressure and maintain a positive attitude.
- Able to work in a high-stress environment while maintaining attention to detail & quality work.
- Excellent organizational, administrative, teamwork and interpersonal skills.
- Technical skills in creating brochures, websites, social media, and videos.
- Previous experience with international NGOs or other government agencies.
- Knowledge of records management' practices and systems.

For consideration, all applicants must submit a 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 typewritten in English and emailed by closing deadline to:

Moroccojobs@peacecorps.gov

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

Only applicants selected for interviews will be notified by telephone and/or email.

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

The United States Peace Corps is an Equal Opportunity Employer.