



B.P. 1927
Conakry, Guinea
West Africa

United States Peace Corps in Guinea

Personal Services Contractor (PSC) Vacancy Announcement

OPEN TO: All Interested Candidates
POSITION: **General Services Assistant**
OPENING DATE: Monday, August 23, 2021
CLOSING DATE: Sunday, September 12, 2021
BASIC SALARY RANGE: **GNF 160,815,312 to GNF 241,223,003** per annum
CONTRACT TYPE: Personal Services Contract (PSC)
WORK HOURS: 40 hours/week

The US Peace Corps is seeking an individual for the position of **GENERAL SERVICES ASSISTANT**.

Under the Supervision of the General Services Manager, the General Services Assistant is responsible for the maintenance and repair of official Peace Corps properties and equipment. The General Services Assistant assists the GSM in dealing with vendors and contractors and, supervises the work of the janitors and gardener.

MINIMUM QUALIFICATIONS

- **Education:** A Bachelor's degree in Finance, Business Administration, Logistics or any closely related field.
- **Experience:** A minimum of 2 years' professional experience in the General services management: building maintenance and management, procurement.
- **Language:** Excellent verbal and written communication skills in French and, an intermediate level in English.
- **Computer skills:** Intermediate knowledge of Microsoft Word, Excel, and Outlook.

The complete vacancy announcement, with the Statement of Work and the guidance on how to apply, can be found at <https://www.peacecorps.gov/guinea/contracts-and-vacancies/> or on the US Embassy website <https://gn.usembassy.gov/embassy/jobs-at-the-embassy/>

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