



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 Manager**
OPENING DATE: Monday, August 09, 2021
CLOSING DATE: Sunday, August 29, 2021
BASIC SALARY RANGE: **GNF 319, 907,389 to GNF 479, 861,118 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 MANAGER (GSM)**

Under the direct supervision of the Director of Management and Operations (DMO), the General Services Manager (GSM) is responsible for the overall management of the Peace Corps (PC)/Guinea General Services Office (GSO). The GSM is primarily responsible for maintaining and improving the efficiency of the General Services section in the following areas: Motor Pool Management, Procurement (within designated limits), Property Management, Mail Services, and Grounds and Building Maintenance.

MINIMUM QUALIFICATIONS

- **Education:** A Bachelor's degree in Finance, Business Administration, Logistics or any closely related field.
- **Experience:** A minimum of 5 years' progressively responsible professional experience in the general services management and / or procurement management. Part of this experience should be in a supervisory role.
- **Language:** Fluent (written and spoken) in both, French and English.
- **Computer skills:** Good level in Microsoft office

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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