



The United States Peace Corps/Madagascar is recruiting for:

ONE (1) RECEPTIONIST

The US Peace Corps is seeking a full-time receptionist to provide secretarial and administrative assistance for the Peace Corps office and staff. The receptionist's duties include reception and administrative, financial and human resources tasks. Working under the direct supervision of the Deputy Director of Management and Operations (DDMO), the receptionist will work with a cross-section of Administrative Team members, ensuring front desk coverage while maximizing available time to accomplish additional tasks in support of smooth office operations.

Duties and Responsibilities:

- Professionally greets directs Volunteers, visitors and callers to appropriate staff member (or provides direct assistance)
- Ensures professional appearance of reception area
- Updates staff and Volunteer phone lists
- Maintains assigned files; assists in annual recording keeping exercise to ensure that files are up-to-date and well organized
- Distributes mail and invoices; maintains efficient flow of information and observes strict confidentiality at all times
- Supports Human Resources Assistant (HRA) in tracking timesheets and staff leave as well as other tasks as assigned
- Supports Administrative and Financial staff in tracking monthly Volunteer deductions and office Internet and cell phones bills and other tasks as assigned.
- Assists in special projects related to Volunteers such as Living Allowance Survey and installation
- Other duties as assigned

REQUIRED QUALIFICATIONS:

- Completion of secondary school (Minimum BACC)
- Minimum one-year of experience performing secretarial/administrative related tasks
- Fluency in English, French and Malagasy
- Proficient in MS Office (Word, Excel, PowerPoint and Outlook)
- Excellent inter-personal and teamwork skills
- Demonstrated positive attitude

DESIRED QUALIFICATIONS:

- post-secondary education will be considered an advantage
- Experience working with an international organization, experience working with an American organization will be considered an advantage

Applications must be RECEIVED by July 5, 2019 by 04:00 PM, local time.

Applicants must submit their application packets (**in Format pdf**) by email to MG-Jobs@peacecorps.gov

Please include "**Ref: RECEPTIONIST**" in the subject line of the e-mail

To be considered, all applications must include the following :

- A letter of interest (in English) along with a CV (In English) containing the contact information of 3 professional references, addressing the required qualifications;
- A certified photocopy of the ID card, and
- Copies of all degrees, certificates **related** to the qualifications needed for this position.

Applicants with high potential will be asked to come for an interview at the Peace Corps office. Interviews will be conducted in English. All incomplete applications will **not** be eligible for consideration. Peace Corps reserves the right to consider applications from this announcement within the next six months.