



PEACE CORPS – MOROCCO VACANCY ANNOUNCEMENT

POSITION: General Services Manager
DUTY STATION: Rabat/Other rural areas in Morocco
DATE OF ENTRY ON DUTY: As soon as possible

SALARY LEVEL: 309,034 MAD Annual Gross Salary based on 40-hours/week including allowances, competitive bonus and benefits package. The United States Peace Corps will withhold from the employee's gross salary the employee's portion of the CNSS and CIMR contributions, health/life/disability insurance contributions as well as all tax obligations as imposed by the US and host country governments.

DEADLINE FOR APPLICATIONS: **January 20th, 2017**

The United States Peace Corps is seeking a General Services Manager. The General Services Manager works under the direction and guidance of the Director of Management and Operations and assumes responsibility of: Coordination of the procurement of goods and services for Peace Corps Morocco; overseeing the inventory of all property; overseeing security guards and security at physical facilities; managing the motor pool; coordinating office and residential maintenance; overseeing and facilitates import/export of supplies, equipment, and personal effects; facilitation inter-office communications and mail services and managing all storage facilities and property disposal.

Position Summary:

The General Services Manager (GSM) works under the direct supervision of the DMO and is responsible for the maintenance, purchase (within designated limits), inventory, and disposition of all Peace Corps property, both expendable and non-expendable. The GSM ensures official vehicles are maintained in such a manner so as to be suitable for use throughout Morocco. The GSM works with the US Embassy to ensure timely customs clearance of Peace Corps property and delivery to designated locations. Additionally, the GSM participates in complex procurement operations, such as lease negotiations and vehicle purchases. The GSM will be familiar with current local market conditions, including price and availability of items procured on a regular basis, and adept at procuring such items at competitive prices. He/she will maintain professional contacts with providers of local services to facilitate rapid procurement at competitive prices. Prepares reports related to procurement, local market conditions, and vehicle use and maintenance issues as requested by the Director of Management and Operations. This is a multi-function position, requiring a great degree of energy, flexibility and creativity. In this position, the incumbent assures that all services are provided in a smooth and efficient manner, with a solid sense of prioritization. Work will require physical tasks.

Management responsibilities

The General Services Manager serves as a liaison with G-4 protection service regarding compound access policies, procedures, record keeping and related equipment and supplies.

REQUIRED QUALIFICATIONS:

Education:

University degree or equivalent Fluency in English is required.
A college degree is required. Master's degree preferred
Driving license category B with practical experience minimum of 5 years

Prior Work Experience:

Minimum of 3 year work experience

Language Proficiency:

Fluency in English is required. Good knowledge in French and Arabic.

Knowledge, Skills, and Attitudes:

Possess good general knowledge of policies, regulations, etc; ability to perform under general instructions. Good communication skills, computer literacy.

Patience, confidence, flexibility, ability to work under pressure and maintain a positive attitude

Excellent organizational, administrative, teamwork and interpersonal skills required.

Knowledge of Microsoft Word and Microsoft Excel required

DESIRED QUALIFICATIONS:

Knowledge of real estate market, logistics management, customs procedures, and general office skills including: data research, analyses, and interpretation; computer skills including knowledge of word-processing, spreadsheet, e-mail, and database programs, and filing, organization and time management skills. Supervision and Human Resource experience at least 3 years.

For consideration, all applicants must submit a Resume (CV) together with a Cover Letter stating in detail how their education and experience fulfills the requirements of the position. Submitted material must address each listed requirement. Both Cover Letter and Resume (CV) must be type written and in English and either emailed or mailed delivered to:

(job@ma.peacecorps.gov)

2, Rue Abou Marouane Essadi, Agdal

Rabat, 10080

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