



PRE-SERVICE TRAINING

ADMINISTRATIVE SUPPORT ASSISTANT (ASA)

Job Posting

Location	Don Chedi, Suphanburi Province (transportation and lodging provided)
Dates	December 1, 2024 – March 21, 2025
Duration of contract	Not to exceed 111 total days, paid at daily rate
Compensation starts from 1,472 Baht/day	
<i>*note that several holidays fall within this period. The total working days shall not exceed (111 total days)</i>	
Number of positions	1 ASA to be hired
Reports to	Training Manager (TM)

POSITION SUMMARY

This is a full-time, short-term contract position which requires approximately 16 weeks of living and working at the central training site in Don Chedi, Suphanburi Province. Transportation and lodging are provided.

The Administrative Support Assistant (ASA) works under the direction of the Programming and Training Staff to support the preparation of Peace Corps' Pre-Service Training (PST). This includes support for a range of small- and large-group events for staff, trainees, community members and guests at the Pre-Service Training (PST) orientation site, the training hub, and several off-site venues, including schools.

This is a short-term contracted position which requires living and working full-time at the PST training site in Don Chedi, Suphanburi Province. The ASA will be required to follow a five-day work week, with some activities in the evening, and on weekends and holidays.

MAJOR DUTIES AND RESPONSIBILITIES

Planning and Preparation

- Participates in all PST planning meetings and the Training of Trainers workshop. Takes and distributes meeting notes.
- Assists Training Manager in preparation of all administrative components of the one-week trainee orientation and 10-week pre-service training.
- Completes online and in-person training required by Peace Corps.

Training Site Administration

- Helps prepare the orientation site, PST training hub, and satellite venues, including language training classrooms and practicum sites.
- Sets up venues, including arranging furniture, supplies and equipment (microphones, projectors, screens, flip charts, markers, etc.); liaises with local staff at the venue to ensure spaces are clean and accessible.
- Supports day-to-day operation of PST at all venues.
- Purchases and manages office and presentation supplies, as well as drinking water, and items for coffee breaks.
- Reviews invoices for PST supplies and services, and submits to admin for payment
- Orders, receives, inventories, and oversees use of supplies and equipment. Maintains supply & equipment inventory log.
- Operates a range of common office equipment, including phones, computers, photocopiers, printers, and projectors.
- Coordinates with the TA to schedule equipment maintenance.
- Maintains staff attendance log, phone and fax logs, bicycle logs, and other records.
- Assists TA in scheduling PST vehicles and drivers.
- Helps facilitate staff, Trainee and guest travel, site visits, field trips, social and other events.
- Arranges lodging for staff and guests at the training site, as needed.
- Coordinates meal services, as necessary, and verifies charges.
- Meets with the TA on a daily basis to discuss the PST site conditions, upcoming activity requirements, administrative matters and any concerns of the PST staff and trainees.
- Attends weekly PST staff meetings.
- Assists the TA in preparation of the final financial report on venue expenses and PST supplies
- Coordinates return of equipment and unused supplies to the PC office at the end of PST.
- Participates in PST debrief and makes recommendations for smooth operation of future Pre-Service Training programs.
- Other duties as assigned.

SAFETY AND SECURITY

Immediately communicates Volunteer safety and security concerns to appropriate staff. Knowledgeable and supportive of Peace Corps safety and security policies and procedures.

Per MS 270, all members of the Peace Corps staff must be familiar with the Emergency Action Plan and their responsibilities in the event of an emergency.

REQUIRED QUALIFICATIONS

- 1 year of professional work experience in office administration, event logistics, or related field
- Native Thai speaker currently living in Thailand
- Good written and spoken English
- Strong communication and organizational skills
- Good computer skills, and knowledge of basic Microsoft programs for sending and receiving email, writing documents, tracking expenditures, and creating nametags and certificates.

Application Period: May 31, 2024 – June 30, 2024

To apply: Submit a complete resume to ThailandJobs@peacecorps.gov during the application period listed above.

Notes:

- Only short-listed candidates will be contacted.
- One or more positions may be filled from this announcement.
- Peace Corps may consider international applicants, but reserves the right to prioritize host country national candidates.
- Contracting Officer reserves the right to accept late applications on an ad hoc basis
- Candidates must indicate if they have ever previously served as a Peace Corps Trainee, Volunteer, or Staff member.
- Peace Corps reserves the right to withhold an offer from any candidate with a prior history of poor performance or conduct as a Peace Corps Trainee, Volunteer, or Staff member.
- Peace Corps reserves the right to withhold an offer to any candidate that is a relative or household member of any current Peace Corps staff member.
- Peace Corps will not discriminate against an applicant because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older, except when the applicant is beyond the mandatory retirement age of 60 years old), disability, or genetic information.