

## ATTACHMENT I – Statement of Work



<b>POSITION:</b>	<b>GENERAL SERVICES ASSISTANT (GSA)</b>
<b>REPORTS TO:</b>	GENERAL SERVICES MANAGER (GSM)
<b>SUPERVISES:</b>	JANITORS
<b>WORK WEEK:</b>	40 HOUR, 5 DAY WORK WEEK (IN EMERGENCIES OR ON OCCASIONS MAY BE ASKED TO WORK IN ADDITION TO OR OUTSIDE STANDARD WORKING HOURS, ESPECIALLY IF UP-COUNTRY)
<b>BASE ANNUAL SALARY:</b>	ANNUAL SALARY RANGE BEGINNING FROM THB 540,234.00
<b>DUTY STATION:</b>	PEACE CORPS OFFICE, BANGKOK (DUSIT DISTRICT) (DOMESTIC TRAVEL AS REQUIRED)

### **Position Summary:**

The General Services Assistant (GSA) works under the direction of the General Services Manager (GSM) with a broad range of general services activities. The GSA also supports the Director of Management and Operations (DMO) with various administrative duties as assigned or necessary for effective post operations. The GSA role encompasses diverse responsibilities; accordingly, the GSA will be a genuine team player who possesses a positive attitude; personal flexibility and self-initiative; and who consistently demonstrates an outstanding work ethic, spirit of cooperation and customer service to assist all constituents. The GSA has primary responsibility for assisting the General Services Manager and DMO with overall post operations. The GSA's activities include, but are not limited to, the duties and responsibilities in this Statement of Work.

**Primary Duties and Responsibilities** include, but are not limited to the following:

- 1. Procurement**
- 2. Facilities Management**
- 3. Inventory and Property Management**
  - Makes arrangements for the purchase, inventory, and maintenance to ensure all post supplies are secured and tracked accurately to monitor usage.
  - Assists GSM, Information Technology Specialist (ITS) and DMO to dispose Peace Corps property per U.S. Government regulations.
  - Manages the office supply room and storage areas, which includes monthly tracking of supplies movement to ensure adequate stock is maintained for daily requirements.

- Arranges logistical requirements for all office and residential property transfers between offices, residences, PST, and Volunteers sites as needed.
- Assists GSM on Peace Corps' inventory management system, and annual inventory physical check.
- Serves as back-up Receiving Officer for supplies and materials as needed.
- Serves as Acceptance Point Clerk (APC) for medical supplies and medications.
- Prepares and arranges "Acceptance of Responsibility for Residential Property" based on Overseas Financial Management Handbook 63 – Attachment B

### **Fleet Management Support**

- Enters and maintains accurate records of each vehicle in VMIS on a weekly basis, specifically concerning vehicle maintenance and fueling. Submit quarterly report to the DMO for verification. Manage Shell Fleet Card and Easy Pass.
- Ensures that vehicles are properly maintained, fueled, clean, and in good repair, and are operated according to Peace Corps and USG guidelines (PC Manual Section 522), and manufacturer specifications.
- Maintains all official vehicles electronic and filing, including registration, vehicle warranties, maintenance records, insurances, GPS equipment and vehicle accident reports.
- Ensures that daily checks are conducted on Peace Corps vehicles in accordance with vehicle check list and ensures that vehicles are ready to use.
- Coordinates with Drivers on vehicle cleaning supplies management.

### **General Support and Other Duties**

- Mailing Point of Contact.
- Point of Contact on Volunteer bicycle maintenance.
- Assists in the creation and the updating of General Services related forms.
- Serves as back-up logistical and accommodation arrangement for various PC office events.
- Serves as back-up driver when needed.
- Serves as back-up support for and/or carries out the duties and responsibilities of the General Service Manager, Travel Assistant when deemed necessary by the Country Director and/or Supervisor for the successful implementation of Peace Corps program(s) and/or operations in Thailand.
- File Management: Efficient, responsible, and safekeeping of record documents, both electronic and hard copies including photocopies and filing for the General Services team, compliant with Peace Corps Records Management policies and procedures.

### **Safety and Security**

Every Peace Corps Thailand staff member has duties and responsibilities directly and/or indirectly associated with Safety and Security. The duties and responsibilities of the General Services Assistant, include, but are not limited to, the following:

- Coordinates with Safety and Security Manager (SSM) to ensure that emergency radios or other communication devices are in good working order. Serves as a floor warden and supports the DMO in planning and conducting fire drills, duck and cover drills, bomb threat

drills, movement to safe haven drills, and (where relevant) earthquake drills. Supports completion of necessary safety and security upgrades to office, USDH staff residences, and other Peace Corps facilities.

- Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
- Assists the GSM in fulfilling assigned EAP duties and serve as the Alternate to the GSM in the event the GSM is not available at the time of an emergency.
- Assists the GSM and SSM in the coordination of meeting places for all Volunteers and Trainees during Consolidation and/or Evacuation phases, if necessary.
- Assists the DMO and GSM in planning and supporting of the necessary safety and security upgrades to staff residences, and other Peace Corps facilities as needed.
- Immediately communicates Volunteer safety and security concerns and issues to the SSM, Country Director (CD) and DMO.
- Assists DMO, GSM, and other post colleagues as needed with the coordination of meeting places for all Volunteers and Trainees during Consolidation and/or Evacuation phases, if necessary.
- Per Peace Corps Manual Section 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.

### **Limited Supervisory Responsibilities**

May be designated limited supervisory responsibilities if assigned by the Overseas Contracting Officer and approved by the Country Director. Personal Services Contractors (PSCs) may only supervise other PSCs. (See [MS 732](#))

### **Sub-cashier**

May be designated a sub-cashier after approval by OCFO/GAP. Responsibilities as a sub-cashier include performing limited cash disbursements as directed by the Director of Management and Operations, proper disbursing and collecting of funds, proper accounting for funds advanced, safeguarding funds advanced, and accepting personal responsibility and financial liability for funds after successful completion of the requisite training for performing sub-cashier duties. (See [MS 760](#) and [OFMH 13](#))

### **Receiving Officer**

May be designated as a receiving officer if assigned by the Overseas Contracting Officer and approved by the Country Director. Responsibilities as a receiving officer include accurate review of goods or services, their accompanying invoices, and the purchase order/contract to ensure that the specifications, quality, amounts, price, timeliness, etc. of the goods are consistent with the terms and conditions of the contract/purchase order after successful completion of the requisite training to perform receiving duties. (See [MS 511](#), [The Personal Property Management Handbook](#), and [OFMH 19](#))

### **COVID-19 and Other Flexibilities**

If there is a time at post, due to the COVID-19 pandemic or for any other reason, when there are limited or no Peace Corps Trainees and/or Volunteers (jointly referred to as “Volunteers”) at Peace Corps/[Country], the PSC may be temporarily assigned during that period, as determined by the Peace Corps Country Director, to carry out additional duties and responsibilities in furtherance of the goals of the Peace Corps in order to enhance the ability of Peace Corps Volunteers to perform

functions under the Peace Corps Act, including facilitating a safe environment in order for the successful return or increase of Volunteers.

This temporary assignment may require the PSC to provide services and/or support beyond what is listed in their current Statement of Work (SOW). The services and/or support may take many forms, examples of which may include but are not limited to, training, providing administrative, technical, medical, and/or operational assistance, building on host country programs, etc. This temporary assignment also may require the PSC to provide these services and/or support to individuals/organizations other than those listed in their current SOW such as host country government, partner organization(s), community member(s), staff, and/or contractors.

**Other Duties as Assigned:** Perform other duties or assignments, when deemed necessary by the Country Director, Director of Management and Operations (DMO), and/or General Services Manager (GSM), for the successful implementation of Peace Corps programs and/or operations in Thailand.

**Required Qualifications:**

- **Education:** Bachelor's degree in a related field, including business administration, project management, and operations management.
- **Prior Work Experience:** Three years' experience in a similar position, possibly related to procurement, inventory, sales, customer service management.
- **Language:** Thai Fluency and English Proficiency (speaking, writing, reading)
- Must have the ability to organize and prioritize a large and diverse workload.
- Must exhibit good judgment, courtesy, tact and the proper protocol when interacting with Volunteers, staff, vendors, visitors, and other members of the public.
- Must hold a Valid driver's license and has clean driving record
- Solid coordination and organizational skills, cross-cultural communication skills
- Ability to handle all persons with professionalism and discretion
- Ability to work with racially, ethnically, socioeconomically diverse background
- Commitment to diversity, equity, and inclusivity in the workplace
- Flexible, motivated, and self-directed
- Proficiency working with computers and smart phones, including Microsoft Office skills, including Word, Excel, Outlook, and PowerPoint.

**Other Information, including Benefits:**

- **Expected Start Date:** After successful completion of professional reference checks, US Embassy background check, a medical clearance
- **Insurance:** Group Health Insurance, Life Insurance, and Workmen Compensation
- **Bonus:** Eligible for 13th month bonus
- **Paid Holidays:** Approximately 20 paid holidays/year
- **Annual Leave:** 11 annual leave (paid personal vacation) days/year to start
- **Salary:** Salary is negotiable within pre-determined range, based on salary history
- **Travel Allowance:** Receives money for meals and incidentals when traveling outside of

- Training: Bangkok  
Staff development funds and training opportunities as available

**Application Period: October 11, 2024 – November 9, 2024**

**How To apply:** Submit complete **Cover Letter, filled-in Peace Corps Application Form (download here)**, and **Resume** to [ThailandJobs@peacecorps.gov](mailto:ThailandJobs@peacecorps.gov) during the application period listed above. Failure to provide above requirement may result in disqualification for this position.

**Eligibility Clarification:**

- Thai Citizens
- Only short-listed candidates will be contacted
- One or more positions may be filled from this announcement.
- 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.