

ATTACHMENT I – Statement of Work



POSITION:	TRAVEL ASSISTANT
REPORTS TO:	FINANCE MANAGER (FM)
SUPERVISES:	N/A
WORK WEEK:	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)
BASE ANNUAL SALARY:	ANNUAL SALARY RANGE BEGINNING FROM THB 540,234.00
DUTY STATION:	PEACE CORPS OFFICE, BANGKOK (DUSIT DISTRICT) (DOMESTIC TRAVEL AS REQUIRED)

Position Summary:

The Travel Assistant is responsible for all domestic and international travel conducted by Peace Corps Thailand staff and Volunteers, and provides a full range of logistical and financial support to the Peace Corps Thailand program. Working under the direct supervision of the Finance Manager, the Travel Assistant is responsible for arranging and finalizing trip itineraries, including route planning, air travel arrangements, and acquisition of hotel accommodations for staff. The Travel Assistant'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:

Travel Arrangement

- Manages the entire travel process, domestic and international, from initial request to completion for staff, Volunteers, and others.
- Prepares and maintains Domestic and International Travel Authorizations (TA) for Trainees, Volunteers, and Staff (Post & Regional) on official travel. Research availability, prices and vendors for air tickets for domestic and international travel for Peace Corps staffs and Volunteers. Responsible for assuring the cost-effective purchase of these tickets and abiding by Peace Corps travel policies
- Arranges Domestic travel schedule for Staff, Coordinates with Staff and Peace Corps Drivers, and responsible for domestic hotel reservations.
- Arranges for rental of additional vehicles in support of Peace Corps official events when approved by Finance Manager or Director of Management and Operations (DMO).

- Provides Visa, Travel Insurance and Roaming package information for official international travel.
- Assists in logistic and accommodation arrangements in Thailand for Temporary Duty Travel (TDY) officers, and official visitors.
- Primary Electronic Country Clearances (eCC) approval.
- Assists DMO/FM/GSM to facilitate Volunteer matters as needed and coordinates with other personnel to expedite these duties. Arranges for and facilitates emergency departure of trainees and volunteers, including emergency leave and medical evacuation, when required.
- Makes arrangements in response to emergencies from other Peace Corps countries, particularly medical evacuations, coordinating logistical needs such as airport clearance and transit processing.
- Ensures all travel policies and procedures are followed in compliance with US Government regulations (MS812, and Overseas Financial Management Handbook (OFMH))

Finance and Accounting

- Responsible for all domestic and international travel documentation, including Travel Authorizations, Travel Advances, and Travel Vouchers for Peace Corps staff and Volunteers.
- Enters obligations, ensuring obligations are in line with Post's Operating budget and with appropriate supporting documentation; applies appropriate fiscal coding for payments and reviews for accuracy and compliance with USG and Peace Corps regulations. De-obligates balances as final payments are made to ensure Post has an accurate picture of funds available. (OFMH 32)
- Prepares and enters liquidations, disbursements, and travel advance into financial system, reviews and enters travel vouchers with documents into financial system, verifying that all payments are valid, authorized, and properly documented and recorded, in compliance with internal control guidelines.
- Maintains complete and orderly files of all finance and accounting related documents and vendors
- Assists in Obligation Review and various financial analysis for effective budget management to ensure Post obligations are properly recorded. Proposes process improvement in the Financial and Administrative area.
- Holds a Travel Card and Purchase Card on behalf of Post. Liaises with vendors to pay travel related purchases (plane tickets, lodging, etc.) and maintain a complete file. Establishes and adjusts Credit Card obligations based on estimations and/or actual invoices as necessary. Prepares report and allocates the statement on monthly basis.
- Assists in projecting travel related budget needs for Post's Operating Plan.
- Support Finance Manager with liquidations and other finance matters as needs arise.
- Assists Overseas Contracting Officer (OCO) in the conference contract and Blanket Purchase Agreement (BPA) preparation: coordinate with the hotel, gathers hotel quotations and details, assists to draft selection memo and contract or BPA, determines relevant information to be included, estimates cost of contract, preparation of conference contract amendment when necessary.

Billing Officer

- Serves as "Billing Officer." Records all payments owed to Peace Corps in financial system.

- Distributes “Bill of Collection” to debtors.
- Maintains log and file copies of all Bill of Collection created and cancelled.

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](#))

Purchase Card Holder

May be an authorized holder of a purchase card after successful completion of the requisite purchase card training and receipt of a Delegation of Purchase Card Authority letter issued by the Senior Procurement Executive. Must adhere to the limitations contained in the Delegation of Purchase Card Authority and follow all instructions provided by OCFO/Acquisition and Contract Management (OCFO/ACM), including policies and procedures contained in [MS 731](#) and the [Overseas Financial Management Handbook \(OFMH\)](#), in execution of purchase cardholder duties and responsibilities. (See [OFMH 67](#) and [68](#))

Travel Card Holder

May be an authorized holder of a travel card after successful completion of the requisite travel card training and receipt of a Travel Card Appointment issued by Agency Travel Card Program Coordinator. Must adhere to the limitations contained in the Appointment document and follow all instructions provided by Management/Administrative Services/Transportation (M/AS/T), including policies and procedures contained in [MS 801](#), in execution of travel cardholder duties and responsibilities.

Occasional Money Handler/Holder

May be designated as an occasional money handler/holder (OMH) if assigned by the Director of Management and Operations. As an OMH, may be requested to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to Pre-Service Training/In-Service Training site(s), or other locations as directed by the Overseas Contracting Officer (OCO). May also be requested to courier cash to Peace Corps Trainees or Volunteers. The Contractor will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the Contractor will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the OCO. (See [OFMH 13](#))

General Support and Other Duties

- Serves as back-up driver when needed.
- Serves as back-up support for and/or carries out the duties and responsibilities of the Finance Manager, Administrative 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.

- Collaborate with GSA on required Peace Corps meeting rooms set-up and meeting supplies arrangement.
- Coordinates and maintains valid Staff Driver's Medical Clearance Certificate, and Smith System training.
- File Management: Efficient, responsible, and safekeeping of record documents, both electronic and hard copies including photocopies and filing for the Finance 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 Travel Assistant include, but are not limited to, the following:

- Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM), Country Director (CD) and DMO.
- Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons, or articles.
- Assists the DMO, General Service Manager (GSM), and General Service Assistant (GSA) 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.

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 Finance Manager (FM), for the successful implementation of Peace Corps programs and/or operations in Thailand.

Required Qualifications:

- Education: Bachelor's degree in a related field, possibly business administration, finance, project management, operations management, etc.
- Prior Work Experience: Three years' experience in a similar position, possibly travel assistant, travel coordinator, travel planner, admin assistant, logistics assistant, logistician, or customer service assistant.
- Language: Thai and English Fluency (speaking, writing, reading)
- Must exhibit good judgment, courtesy, tact and the proper protocol when interacting with Volunteers, staff, vendors, visitors, and other members of the public.
- Must have the ability to organize and prioritize a large and diverse workload.
- 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, knowledge, skills, and professional experience
- Travel Allowance: Receives money for meals and incidentals when traveling outside of Bangkok
- Training: 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 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.