# SCOPE OF WORK

*(Recruitment, PSC Duties, and Performance Reviews)*

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| **PSC Position Title** | Guard |
| **Reports To** | Safety & Security Manager |
| **Supervises** | N/A |
| **Base Salary** | 26,427,027 SLL plus benefits |

1. **Minimum Requirements:**

At a minimum, the successful candidate’s CV must demonstrate the following:

* Years of Experience: A minimum of 3 years of experience in an official capacity as a guard for residential and commercial properties
* Proficiency in oral and written English and Krio.
* Experience working in a cross-cultural environment.
* Knowledge of MS Office computer applications (Word, Excel, Outlook).

1. **Preferred Qualifications:**

* Additional cleaning and maintaining office and residential buildings in preferred.

1. **Background**

The mission of Peace Corps worldwide is to promote peace and friendship. Peace Corps was invited to Sierra Leone in 1962, since then hundreds of Peace Corps Volunteers has worked in the fields of Education, Health, Agriculture community development etc. The work of Peace Corps Contractor does not limit itself to the role: active support of the Peace Corps mission is paramount to the job because contractors are representatives of Peace Corps in Sierra Leone.

Peace Corps’ mission is to promote Peace and friendship by fulfilling three goals:

* To help the people of interested countries in meeting their need for trained men and women
* To help promote a better understanding of Americans on the part of the peoples served
* To help promote a better understanding of other peoples on the part of Americans

1. **Objective of the Position**

The Guard/Janitor serves as a security support person for the Peace Corps training facility in Kambia, Sierra Leone. S/he reports directly to the Lead Guard (LG) and Safety &Security Officer (SSM), and establishes and maintains efficient operations of all security functions, providing day-to-day coordination with all sectors of Peace Corps, and support to both staff and guests. The training center guard/janitor ensures the overall security of the training center including, but not limited to:

• Compound access control (i.e., personnel, visitors, Volunteers, etc.)

• Peace Corps property

• Maintaining sufficient illumination throughout the compound after close of business (COB)

The Training center guard/janitor ensures that the Training Center, generator, storage rooms, and compound area of the office are cared for properly.

1. **Tasks & Deliverables**

Security: 40%

* Report all security incidents to the General Services Assistant.
* Send weekly reports to the General Services Assistant pertaining to office operations/issues/concerns.
* Safeguard office supplies, supplies equipment, and vehicle.
* Conduct the Training center visitor screening in accordance with PC Sierra Leone standard operating procedures.
* Ensure ALL people visiting the Training center are registered in the visitors‘ logbook and receive visitors' badge (if applicable). Inform visitors that badges must be worn/displayed at all times while visiting the Regional Office.
* Monitor the Training center compound area by patrolling the office and premises at least once per hour, but not on a predictable schedule. Check all doors and windows to be sure that they are locked and secure. Maintain a logbook of activities
* Ensure that all lights, locks and flashlight are in good working condition.
* Ensure that all the drive in/out gates and entrance/exit doors are secured at all times.
* Liaise with the local law enforcement authorities in the Region
* Other related duties.

Management of Training center external yard and compound: 30%

* Ensure that the Training center external appearance is clean and attractive
* Sweep and/or mop rugs and floors in all rooms on a daily basis.
* Dust shelves, windowsills, tables and other surfaces daily.
* Clean windows and glass surfaces weekly.
* Disinfect bathrooms (floors, toilet, sinks) every other day or as needed
* Wash common cups and dishes used for public water dispenser.
* Remove all trash and clutter from office and compound areas. Empty trash receptacles on a weekly basis.
* Assist in loading and unloading office supplies, materials and PC property etc.(as needed)

Volunteer Support: 20%

* Interact with PCVs in a professional, pleasant, and trustful manner.
* Assist in identifying shops/business that furnishes goods/supplies for PCVs.
* Address Volunteer safety and security by adhering to Peace Corps policies and procedures.
* Identify and immediately communicate Volunteer safety and security concerns / issues to the General Services Assistant or the Safety and Security Manager

Administrative Responsibilities: 5%

* Assist the General Services Assistant in being the official PC Sierra Leone representative and contact person in the Region.
* Help maintain the training facility, keeping the office stocked with materials, equipment in working order, and ensuring the office operates to support Volunteers.

Other: 5%

* Other duties as assigned.
* Staff support: Interact with PC staff in a professional, pleasant, and trustful manner.
* To the extent Contractor is allowed to operate a US government owned, leased, or rented vehicle

(GOV) to perform their job duties, the Contractor must operate that vehicle safely at all times

and only operate it for official business purposes as defined in 31 USC 1334.

1. **Standard Roles and Responsibilities**
2. OMH: Occasional Money Handler may be requested to courier cash and /or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The PSC may also be requested to courier cash to PC trainees or volunteers. The PSC 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 PSC 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 Contracting Officer.
3. S&S:

* Employees with no SPECIFIC Safety and Security Responsibilities (i.e., cashier, admin staff)

Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and CD. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

1. **Logistics & Level of Effort & Duty Station**

Duty station is the training facility in Kambia, Sierra Leone. May be required to work in another town if the training facility is relocated. May also be required to travel up country and/or to Freetown for work related activities. Performs duties during a 48 hour work week. Will require work in the evenings and on weekends and holidays. May carry a duty phone.

1. **Application Requirements**

In order to be selected for this position, the applicant must be a Sierra Leone Citizen with residency, and must not have been employed in intelligence-related activities.

All applications must be submitted before the date and time documented below and must include the following supporting documentation:

* + Typed letter of interest
  + CV that clearly documents how you meet each of the above required qualifications
  + At least three traceable professional references and contact information
  + Copies of all certificates related to the qualifications needed for this position
  + A legalized photocopy of the ID card and proof of legal residence
  + The subject line of the typed letter of interest must indicate the PSC Position Title of the job you are applying to be considered for review.

Submit your application by email to: sl01-pcjobs@peacecorps.gov or by hand to: HR Specialist, Peace Corps/Sierra Leone, 34 Old Railway Line, Signal Hill, Freetown, Sierra Leone on or before 5:00PM on Monday, January, 4th, 2021.

All experience, skills and qualifications will be verified. Applicants with high potential will be scheduled for an interview at the Peace Corps office in Freetown. Employment is contingent on a favorable security background and medical check.