# SCOPE OF WORK

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

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| **PSC Position Title** | Maintenance Assistant |
| **Reports To** | General Services Manager (GSM) |
| **Supervises** | N/A |
| **Base Salary** | 41,193,116 SLL plus benefits |

1. **Minimum Requirements:**

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

* Education/Certification: Completion of secondary school is required, and vocational or apprenticeship in an institute recognized as producing journeyman Trade and Crafts skills
* Years of Experience: A minimum of 5 years of experience as journeyman, handyman, or general services assistant
* Experience in masonry, painting, plumbing, carpentry, electric, AC repair, generator maintenance, and welding
* 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:**

* Expert in plumbing, electrical wiring, appliance repair, and/or generator maintenance/repair
* Certified vocational or apprenticeship for minimum 3 years

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**

Under the general coordination of the General Services Assistant - Facilities, this position supports Peace Corps Sierra Leone and all duties related to safe operation and preventative maintenance of the office buildings, staff residences, and premises. The incumbent must perform a combination of journeyman mechanic level, semi-skilled and arduous physical labor work in the maintenance and repair of Peace Corps buildings and premises. This includes masonry, painting, plumbing, carpentry, electrical work, AC repair, generator maintenance and repair, welding and other maintenance and repair work on all facilities.

1. **Tasks & Deliverables**

TASKS AND RESPONSIBILITIES

* General electrical and plumbing repairs and installations
* Oversee all maintenance work by other contractors at the office and residence.
* Fix and drill hangings at the office and residence
* Install hardware at the office and residence
* Pump water at the office and residence on a daily basis
* Do preventive maintenance to the dehumidifiers, water dispensers and other equipment
* Do routine check at the office for worn out bulbs, and replace when necessary
* Provide maintenance and repair of furniture, equipment and fixtures as requested
* Installs light fixtures and connect electrical equipment
* Repairs of ACs at the office or residences
* Working alone or as a member of the maintenance team
* Masonry and carpentry jobs and skilled painting with all types of finish coatings preparation techniques and cleanup
* Perform electric arc welding work on vehicles, metal structures and equipment, while maintaining all safety measures on self and property
* Fabricate and repair lift vans, partitioning walls, wooden shelves, and repair to ceilings and roofs
* Perform wood and wall preservation by the use of paint and compounds
* Make estimates of materials for the fabrication, eradication, painting and repairs of walls and structures and submits to supervisor for store requisition
* Assists skilled trade workers in other maintenance area, by holding, lifting, and moving tools and materials
* Performs arduous physical labor work, using hard tools like shovels, rakes, hammers, etc.
* Cleans working area upon completion of tasks, to prevent accident, and encourages others to do likewise
* Performs preventative generator maintenance and monitors all generator usage
* Aids GSA – Facilities with inventory management

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:

* General Services Officer (GSO)

Works with drivers to ensure that safety and security standards are met for appropriate Peace Corps vehicle operation and maintenance. Coordinates with Safety and Security Manager (SSM) to ensure that emergency radios or other communication devices are in good working order. Supports the DMO in planning and conducting fire drills and duck and cover 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.

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

Duty station is the main office. May be required to work in another town during 11 weeks of training in the summer. May also be required to travel up country. Performs duties during a 40hour work week. Events may require occasional 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.