



## UNITED STATES PEACE CORPS

Peace Corps Zambia wishes to invite applications from suitably qualified persons to fill the position of **General Services Clerk (GSC)**

**Location** : Lusaka

**Starting Salary:** ZMW 94,120.00/Annum

**Work hours** : Full-time; 40 hours/week

### **Basic Function**

The General Services Clerk provides logistical, maintenance, and management support to post, working with the General Services Manager (GSM) and Motor Pool Coordinator. S/he has the responsibility for proper data entry of all GSO systems such as Bar Tracks and VMIS and timely generation of reports.

### **ROLES AND RESPONSIBILITIES**

- Maintaining an updated inventory list of office stationary, cleaning and maintenance supplies and issuing to requestors
- Updating Sunflower with new items bought, sold, lost or damaged and creating the necessary reports
- Collecting utility bills on a monthly basis and submitting them for payment
- Updates the Green Power Consumption Report on a monthly basis
- In collaboration with the Voucher Examiner and Cashier, performs all receiving functions, including unpacking, identifying, and checking items against ordering documents, and acknowledging receipt on those document
- Requests necessary specifications from material/work requestor, estimates probable cost, prepares initial procurement documentation, obtains pro forma invoices and forward to GSM
- Maintains and updates all GSO property files.
- Works with PST Logistician to collect materials and supplies and maintain a closing and opening inventory list at the start and end of PST

- Collaborates with the financial assistance in the processing VAT waivers.

### **Other Tasks**

- Serves as backup to the GSM
- Assists the GSM in coordinating all logistical details for PSTs, ISTs and other PC supported event.
- May be tasked as a warehouseman, safely moving furniture, furnishings, equipment and supplies as needed.
- Serves as a driver for local errands and upcountry trips as assigned and approved by DMO
- Other duties as assigned by the GSM and Director of Management and Operations.

### **Safety and Security**

- Must be knowledgeable and supportive of PC/Zambia safety and security policies and procedures, to include timely reporting of suspicious incidents, persons or articles.

In order to be selected for this position, the applicant must be a Zambian Citizen, must not have been employed in intelligence-related activities, and must submit a typed cover letter and CV that clearly documents how they meet each of the following mandatory requirements;

### **Required Qualifications**

- Successful completion secondary school; Possession of a higher qualification such as a Diploma in Business.
- Minimum of two years' work experience in the field of Administration/Logistics/Procurement and related fields including a clean driving record and experience.
- Knowledge and good understanding of preparation of customs clearing documentation, procurement processes for goods and services and are desirable
- Good working knowledge of English including proficiency with Microsoft based applications such as Word, Excel, and Power Point and with computerized inventory systems
- Must have a valid local driver's license of class C level

To apply, submit an application letter that clearly addresses the Required Qualifications, CV and list three references. Applications must arrive at the Peace Corps Office on or before the closing date of **November 9, 2016**.

Only short-listed candidates will be notified and no telephone inquiries will be entertained. Address applications to:

**The Human Resources Specialist,  
Peace Corps Zambia,  
Plot 71A Kabulonga Rd.  
P.O. Box 50707, Lusaka, Zambia**

**Email: [zm01-jobs@zm.peacecorps.gov](mailto:zm01-jobs@zm.peacecorps.gov) clearly stating your name and position applied for in the subject line**

