Recruitment Announcement
United States Peace Corps in Myanmar

The United States Peace Corps program in Myanmar seeks a qualified and motivated candidate to fill the following full-term position:

Executive Assistant (EA)

Program background
Peace Corps (PC) works in the field of English education in Myanmar. Our American Peace Corps Volunteers work side-by-side with local teachers and students to enhance English language proficiency and teaching. They teach English classes to students, hold training workshops for teachers, and get involved in their communities. Peace Corps provides Volunteers with ten weeks of intensive Pre-Service Training (PST) in the Myanmar education system, local language, and cultural traditions.

General position description
The Executive Assistant (EA) is responsible for secretarial, administrative, and representational assistance for the Country Director (CD) in support of the Country Director’s duties. The EA reports to the Country Director and cooperates with all Peace Corps staff.

Duties include:

- Assists official visitors; prepares itinerary, hotel reservations, briefing materials, official appointments, travel assistance, and secretarial support as needed.
- Provides written and oral translation for USDH staff. Assists in the translation of letters, correspondence, and other materials in Myanmar language.
- Prepares and processes all necessary host country registration and visa documents for USDH staff and their dependents and visas for all official international staff travel.
- Maintains and communicates an up-to-date directory of staff contact information. Ensures Post has an up-to-date directory of embassy contact information.
- Drafts letters and correspondence for the Country Director.
- Serves as Records Management Liaison and oversees post records management, in collaboration with the DMO, including organization of the office share drive.
- Performs other administrative duties as assigned.
- Provides secretarial support to the CD. Maintains files and calendars, makes appointments, receives visitors, arranges and coordinates all travel and travel authorizations. Drafts and prepares routine correspondence, government letters, and diplomatic notes.
• Reviews documents submitted to the CD for signature to ensure completeness, conformance to policy, and typographical and grammatical accuracy. Maintains efficient flow of information; observes strict confidentiality at all times.
• Assists in the preparation of official reports for PC/Washington and the Government of Myanmar.
• Attends staff meetings; prepares agenda, takes notes and prepares and distributes minutes electronically. Assists with the planning and implementation of staff retreats and other events.
• Maintains organized and up-to-date files for the Executive Unit.
• Maintains global office calendar of events, meetings and travel.
• Ensures proper delegation of authority is made during the CD's absence.
• Makes arrangements for all official social functions.
• Coordinates and facilitates all visa and local registration procedures necessary for Volunteers to live and work legally in Myanmar.
• Serves as interpreter for all official in-country travel; makes travel arrangements as necessary. Accompanies executive team on assessment, relationship building, or site development travel as needed.
• Prepares necessary documentation for Peace Corps Volunteer group arrivals, Completion of Service (COS), and other procedures as requested.
• Updates and maintains the Volunteer Handbook in cooperation with the CD.
• Acts as point person for VIDA, facilitating training for other staff as needed, monitoring that data is input correctly.
• Shepherds Volunteer leave requests through the approval process.
• Serves as the liaison with the U.S. Embassy protocol and other staff.
• Maintains a database of contact information for all key partners and stakeholders.
• Coordinates and monitors all public relations efforts.
• Compiles, coordinates, and disseminates the annual report and other regular reports in English and Myanmar for distribution to partners and stakeholders.
• Coordinates and disseminates a weekly newsletter to Volunteers and staff.
• Develops informational brochures and other promotional materials to introduce Peace Corps to various audiences.
• Collaborates with staff and Volunteers to create Volunteer success stories and other creative means to tell Post’s story and document impact.
• Keeps a comprehensive file of all media stories (press releases, news articles, video clips) associated with the Post and with Volunteers’ work.
• Coordinates Post’s web presence and social media outreach, including the official web site, Facebook page, and/or other social media platforms.
• Organizes logistics of posting job announcements, receiving and reviewing applications, and selecting candidate.
• Creates and maintains up-to-date Staff Handbook, describing policies, procedures, and expectations relating to work hours, timesheets, leave, performance appraisals, medical insurance, the shared drive, office supplies, organizational chart, etc.
• Creates and implements onboarding program for new staff, including orientation to Peace Corps approach to development, staff introductions, checklist of mandatory trainings (e.g. cyber security), etc.
• Performs other duties, as assigned. These may include, but are not limited to:
Procurement assistance.
Operational and logistics support.

Required Qualifications:

- University degree;
- Five years administrative office experience, preferably as an executive secretary or executive assistant in an American or international organization;
- Fluent in written and spoken English and Myanmar;
- Strong computer and social media skills including demonstrated proficiency in Outlook, Excel, Microsoft Word, Databases and PowerPoint; some experience with website design, blogs, Twitter, Facebook and similar social media tools will be a distinct advantage.
- Good judgment and confidentiality
- Ability to multi-task
- Strong organizational skills
- Flexibility and a sense of adventure
- Excellent attention to detail
- Desire and willingness to learn and contribute to the mission of Peace Corps
- Strong communication and interpersonal skills

Desired Qualifications

- Experience teaching Myanmar language to foreigners
- Strong knowledge of local cultural practices and knowledge of U.S. American cultural attributes;
- Previous experience working with international Government Organization (GO), and International and Local Non-Government Organizations (I/NGO)
- Previous experience working with programs supporting volunteers
- Previous experience working in a cross-cultural environment

Application instructions
Please submit a cover letter along with a resume or C.V. to the following email address: myanmarjobs@peacecorps.gov. Write Application for Executive Assistant in the subject line of the email. Any questions (including requests for the complete Statement of Work) can also be sent to this email. Applicants who do not address the required qualifications will not be considered for an interview.

Applications are due by March 15, 2019

The United States Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Myanmar. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on www.peacecorps.gov.