



Peace corps Cameroon Personal Service Contract Job Description

Position: Travel and Transportation Assistant
Supervisor: Deputy Director of Management and Operations (DDMO)
Position Summary: Under the supervision of the Deputy Director of Management and Operations (DDMO), the Travel and Transportation Assistant is responsible for making in-country and international travel arrangements for all staff and Peace Corps Volunteers (PCVs), hotel reservations for all Peace Corps activities throughout Cameroon and in accordance with U.S. government rules and regulations. Liaise with customs and frontier police for formalities for PCVs and guests arriving in Cameroon.

Salary: **Grade:** 8, Range 9,602,582 – 16,324,388 CFA basic salary plus additional allowances.

Location: Yaounde, Cameroon

Application Opens: September 04, 2020 **Application Closes:** September 18, 2020

Supervisory role: No

The **Travel and Transportation Assistant** will have the following roles and responsibilities:

1. Prepare in a timely manner all travel authorizations (TAs) and per diem break down in accordance with Peace Corps regulations;
2. Maintain chronologically all TA files.
3. Obtain quotes and compute cost of air travel from each bidder and make appropriate recommendations that ensure agency's value for money.
4. Make all local and international travel reservations for PCVs and staff and excess luggage, receives and distribute tickets, and ensures reimbursements for unused travel tickets.
5. Coordinate hotel accommodations and other lodging for incoming Temporary Duty personnel (TDY), based on their length of stay in Cameroon; when required, make arrangements with Peace Corps General Services for vehicle support in advance of travel, and communicate this to the incoming TDY personnel.
6. Coordinate hotel accommodations for volunteers and counterparts travel throughout Cameroon for scheduled program activities, in conjunction with the Training Logistician, request quotations and compute cost for lodging, meals, and conference facilities and make recommendations to the Director of Management & Operations (DMO) and DDMO.
7. Advise staff and ensure compliance with Peace Corps travel policies and entitlements in various scenarios including but not limited to TDY travel, home leave, education travel, authorized travel routes, approved modes of travel.
8. Update flight schedules and secures current lists of high and low season fares from the various travel agencies; and ensure accessibility to all staff.
9. Coordinate and check required forms for accuracy and completeness before Staff and Volunteer's departure and update as required the information in Peace Corps' database.
10. Request and track PCVs' domestic open-ended, one year plane tickets.
11. Assist other Peace Corps Offices for Cameroon Entry visas; liaise with customs and frontier police for formalities for PCVs and guests arriving in Cameroon
12. Perform other duties as assigned by the Country Director, Director of Management and Operations, DDMO, and Financial Specialist

TASKS CARRIED OUT DURING PEACE CORPS TRAINEES' ARRIVAL

1. Coordinate activities assigned to PCV greeters
2. Plan and coordinate Peace Corps Trainees' (PCT) arrival at the airport, follow-up on luggage and lost luggage with the General Services team and Training Logistician



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3. Prepare documents and follow up with local authorities at the airport to prepare PCTs arrival in coordination with the Training Logistician
4. Make hotel reservations for trainees and follows up on logistics with the Training Logistician
5. Negotiate and supervise PCTs lodging, meals, etc. during their stay in Yaounde in coordination with the Training Logistician
6. Collect trainees' passports, photocopies and legalizes them for safe keeping.
7. Types names of trainees and pastes their photos for the training board at the training site.
8. Distribute trainees' photos to various services in the Peace Corps office for their use.
9. Liaise with Training Manager to ensure identification forms and other documents are properly filled out.

Back-Up Role

Serve as backup for Volunteer Support Liaison

Others

Safety & Security

SSI 110 Standard Security Requirements: 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.

Occasional Money Holder

The PSC may be required 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 required 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.

REQUIRED QUALIFICATIONS

Education: University degree minimum in Travel and Tourism or related field. Proven quality of more than 5 years of relevant work experience in Travel logistics, Tourism, frontier police will be considered in lieu of education.

Prior Work Experience:

- At least five years of progressive experience in the field of travel logistics, event coordination, frontier police, and office management
- At least five years of good working knowledge in an international organization or similar systems is preferred

Language Proficiency: Written and oral fluency in English or French and working knowledge, at the minimum of either language.

Desired knowledge and skills

- Experience working with international volunteer organizations
- Proficiency in use of Microsoft Office Suite as well as other web-based applications is mandatory
- Demonstrated knowledge of regulations and procedures pertaining to local travel industry, customs, and frontier police related subjects



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- Ability to meet deadlines, meticulous work habits, and the highest level of integrity
- Demonstrate strong cross cultural communication and interpersonal skills, conflict management skills, diplomacy and tact with staff, Volunteers, Trainees, community members and members of government
- Demonstrated ability to juggle multiple priorities and meet deadlines.
- Ability to work as a team and independently and proactively.
- It is anticipated that at times the duties and deadlines of this position may require the incumbent to work beyond normal working hours.

Application instructions

Submit the following in MS Word or PDF:

1. Cover letter
2. Resume
3. Three professional references
4. Telephone number where you can be reached

Submit your application to the following email address: CM-HR@peacecorps.gov and include **T&T ASSISTANT** in the subject line.

Peace Corps Cameroon does not accept documents saved on any cloud format including Google. The file size should not exceed 8MB.

No telephone calls or personal visits please. Only candidates selected for an interview will be contacted.