



Position: Regional Coordinator (RC)

Department: Programming & Training Unit

Supervisor: Programming and Training Manager

Type of position: Personal Service Contractor, Full Time

Summary

The Regional Coordinator (RC) is an official representative for Peace Corps in the designated region and is responsible for advancing Peace Corps Sierra Leone's community-based interventions. The incumbent will work under the supervision of the Programming and Training Manager and in collaboration with programming, training, administrative, safety and medical staff to ensure a productive, safe work environment for Peace Corps Volunteers in their communities. This position provides oversight and logistical support, including managing materials and funds, to ensure the strategic and efficient use of resources at regional offices. Due to the myriad of duties required, the RC requires a high degree of prioritization, organization and attention to detail and can reasonably expect to work some evening, holiday and weekend hours.

Description

Site Development: 25%

- Supports Program Mangers' efforts to enhance Volunteer effectiveness.
- Assists Program Managers in site identification, preparation, monitoring and assessments.
- Travels regularly throughout the country to establish and maintain effective working relationships with sponsoring organizations and community officials. Visits Volunteers periodically at their sites to offer advice and assistance to them and their counterparts/supervisors in order to enhance working relationships and performance. Documents activities and results in regular site visit reports.

Volunteer Support: 40%

- Assist PCVs' in building collaborative partnerships with government authorities, community groups, and Non-Governmental Organizations (NGOs.)
- Assists PCVs with developing and implementing trainings and projects in the Region.
- Addresses Volunteer safety and security by adhering to Peace Corps policies and procedures.
- Identifies and immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and the Country Director (CD).

Administrative Responsibilities: 30%

- Acts as official PC Sierra Leone representative and contact person in the Region.
- Manage the schedules and performance of regional office staff.
- Maintains the regional office, keeping the office stocked with materials, equipment in working order and ensuring the office operates to support Volunteers.

- Works with programming and training and administrative staff members to assure appropriate budgets and expenditures. Adheres to budget parameters and submits regular updates, invoices, vouchers and other forms as required.
- Maintains accurate records of all expenses and safeguards funds dispersed to the regional office.
- Maintains vehicle mileage and fuel log and track use of vehicle in accordance with Peace Corps regulations

Other: 5%

- As indicated by the PTM, assist with the preparation of the Integrated Programming and Budget Submission (IPBS) and participates in other strategic planning activities.
- Other duties as assigned.

Safety and Security

Every individual with any involvement in the operations of Peace Corps Sierra Leone, whether U.S. Direct Hire, U.S. Personal Services Contractor, Foreign Service National, Foreign Service Personal Services Contractor or Volunteer / Trainee has duties and responsibilities directly and/or indirectly associated with Safety and Security. These duties and responsibilities include, but are not limited to, the following:

- a. Awareness and understanding of all directives of Peace Corps regarding Safety and Security.
- b. Awareness and understanding of emergency procedures at both home and office.
- c. Awareness and understanding of duties associated with the Peace Corps Sierra Leone Emergency Action Plan.

Availability, at both home and office, of staff and Volunteer contact phone numbers and / or email addresses in case the stated individual is directed to establish emergency contact and provide emergency information.

Level and Effort

The incumbent performs duties during a 40 hour work week at a set schedule as indicated in the contract. Events may require occasional work in the evenings and on weekends and holidays.

The RC will be required to be travel frequently and will be responsive to emergencies 24/7.

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. In this case, 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.

The PSC may be designated as Sub-Cashier and will sign a statement acknowledging acceptance of the funds, and that s/he has been instructed by the Country Director, the DMO, or the Principal Cashier on the procedures for safeguarding and transporting cash. As a Sub-Cashier, the incumbent would:

- Operate an imprest fund in accordance with Federal regulations and make disbursements in support of Peace Corps activities
- Maintain a listing of receipts/vouchers for control purposes, numbering them in numerical sequence
- Reconcile the operating funds daily. The reconciliation consists of counting all cash on hand, totaling receipts, and verifying that all cash expenditures are properly documented.

Other

The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps' as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

“Duties may be subject to change as determined by the Contracting Officer.”

Qualifications

The successful candidate will have a diploma with 3 years' experience or additional years of experience equivalent to diploma. Demonstrated professional verbal and written communication skills in Krio and English are required. Prior experience would focus on:

- Administration or project management, especially in an International organization.
- Establishing and maintaining a productive and supportive team environment which respects intercultural behavior and ensures constructive feedback from all stakeholders.
- Proficient in software programs including Microsoft W, Excel and Outlook.
- Proven ability to work independently with limited supervision.

These qualifications are not required, but are a plus:

- Demonstrated accounting or small commerce experience;
- Demonstrated experience with a USG organization.
- Perform messenger, pickup and delivery duties as directed