

# Peace Corps Job Vacancy Announcement

**Position Title: Gender and Youth Coordinator**

This is a full-time, one-year position, with two option years, subject to availability of funds and satisfactory performance.

**Opening Date: April 3, 2015**

**Closing Date: May 1, 2015**

**Background of Peace Corps' "Let Girls Learn" Initiative**

During this projected 6-year program Peace Corps has the opportunity to highlight and enhance our work in girls' education and empowerment. The Peace Corps will work with donors, foundations, the Albanian government and other organizations, with three overarching objectives in mind:

- To increase attention and efforts around adolescent girls' secondary education (approx. ages 12-18), including the lack of hygienic facilities, school "safe zones," and bullying.
- To remove address barriers that impedes girls assuming positions of leadership in their communities and the broader society.
- To improve the quality of education in communities where the program is implemented.

**BASIC FUNCTION AND MAJOR DUTIES**

**Program Management:** Serves as the principal point of contact for the Let Girls Learn (LGL) program. Provide technical support for Volunteer extracurricular activities that encourage both girls and boys to get involved in their communities within and outside of the school settings. Develops and maintains strong and productive working relationships with the government, NGOs, and other local organizations to further gender and youth development-related activities. Maintains up-to-date information regarding relevant legislation; national policy changes; contact lists of relevant local organizations, institutions, and agencies; and other published resources.

**Training:** Adapts global training content to post's programmatic and cultural context. Ensures integration of gender and youth development training content throughout post's training continuum. Delivers training on gender and youth development content in coordination with programming and training staff.

**Monitoring, Reporting, and Evaluation:** Monitors LGL program progress, summarizes available data, and prepares documentation for multiple stakeholders, including PC/Washington, including posting success stories online, etc.

**Additional Responsibilities:** Serve as GAD/Gender Equity, Anti-Trafficking in Persons (ATIP), and Youth Leadership/Outdoor Ambassador Committee Staff Liaison. Conducts programmatic outreach which may include promotion and branding supervision of materials such as posters, banners and similar materials. Per Manual Section 270, all members of the Peace Corps staff must be familiar with the Emergency Action Plan, their responsibilities in the event of an emergency, and with the procedures for reporting and responding to safety and security incidents

**Qualifications and Evaluation Criteria**

Candidates must meet all Requirements. Candidates will be further evaluated on exceeding the minimum requirements, as well as additional qualifications.

**Requirements**

- Excellent command of English, both spoken and written
- Fluent spoken and written Albanian
- Degree in social science, preferably with an emphasis on gender, or a minimum of four years' experience in implementing gender or related projects
- 3 years' experience in training using non-formal education techniques
- 3 years' experience in gender and/or youth-related programming and training
- Experience of one to two years of related work with relevant government agencies, not-for-profit organizations, or private businesses.

- Excellent computer skills including word processing and spreadsheet programs
- Ability to maintain background clearance/security badge
- Valid passport and ability to travel outside Albania

## **Qualifications**

- Ability to work independently with little supervision; good organization and time management skills
- Willingness to take the initiative
- Demonstrated ability to work collaboratively with a broad range of professional counterparts
- Experience in working with various stakeholders in national level and local level (outside of Tirana: schools, local government units, health education units, NGOs, etc)
- Strong service attitude; personal integrity; strong cross-cultural skills strong interpersonal skills, strong interest in Albania's development; and
- Project management experience, including budget oversight.
- Project design and management

## **Position Elements**

Work on a regular 40 hours per week, Monday through Friday schedule with occasional evening and weekend hours.

Extensive travel within Albania, and occasional travel outside of Albania.

Supervised by the Director of Program and Training.

Supervision exercised: none

## **Compensation**

The Peace Corps is an equal opportunity employer and it is the policy of the Peace Corps to provide equal opportunity in employment to all persons, to prohibit discrimination because of race, color, religion, sex, national origin, age, disability, or veteran status. It is the policy of Peace Corps Albania to pay wages similar to those paid by other local employers for similar work. The hiring grade is the approximate equivalent of FP 8/9. The exact amount of salary will depend on the qualifications and experience of the candidate directly related to this position.

## **TO APPLY:**

For Full Position Description see: [http://tirana.usembassy.gov/job\\_opportunitites.html](http://tirana.usembassy.gov/job_opportunitites.html)

Application packages must be address to the Director of Management and Operations, and must include a current resume or CV, a cover letter, and any references, certificates, or other documents that can document your qualifications. Application packages can be submitted Monday through Friday from 9:00 A.M. to 5:00 P.M. at the Peace Corps office at Rr. Besnik Sykja, Nr. 15, Or by mail to Peace Corps Albania, PO Box 8180, Tirana, Albania, Or via email to [information@al.peacecorps.gov](mailto:information@al.peacecorps.gov) . Only complete applications received on or before May 1, 2015 will be considered. Only qualified candidates will be contacted.