



Peace Corps Job Vacancy Announcement

POSITION TITLE: TEFL Program Assistant – Full Time: 1 Vacancy

Opening Date: Wednesday September 1, 2015 Closing Date: Friday, September 18, 2015

Basic Function of Position:

This position provides support to the Program Management of Peace Corps Albania's English Education Project. The Program Assistant works as part of a team with the Director of Programming and Training and the TEFL Program Staff and collaborates closely with all Peace Corps Albania Staff.

This position contributes to the English Education Project by instructing technical trainings and workshops organized throughout the year and observing, evaluating, and providing verbal and written feedback on the English classes taught by Trainees and Volunteers. An important responsibility of the TEFL Program Assistant is the provision of support to Volunteers and Trainees which includes regular communication with Volunteers and Trainees regarding their primary work assignments, secondary projects, and work and personal relationships with Albanians in their communities.

The incumbent will assist Volunteers in solving problems they encounter, reporting progress made toward the English Education Project's goals and coordinating activities with all Programming and Training staff. The incumbent is also responsible for assessing and assisting Volunteers on their work, community integration, and their reports.

Additional functions include assisting in the following: developing and maintaining project plans; identifying viable, effective and safe sites and housing for Peace Corps Volunteers; monitoring and evaluating the implementation of individual Volunteer projects to ensure their quality and consistency with the project plans; and serving as a liaison between Peace Corps and Albanian ministries and host agencies engaged in English language instruction.

Major Duties and Responsibilities

Include, but are not limited to, the following:

1. **Assist with Pre-Service and In-Service Trainings (approximately 25% of the time)**
 - As a part of a team, instruct Trainees and Volunteers on the technical aspects of Teaching English as a Foreign Language
 - Assisting in designing, implementing, and evaluating training sessions.
 - Participating in the evaluation of the qualifications of each potential new Volunteer during pre-service training, including reviewing Trainees' assignments and providing verbal and written feedback on practice teaching.
 - Assisting in integrating safety and security concerns into all training events.
2. **Assist with Project Monitoring and Evaluation (approximately 25% of the time)**
 - Assist Program Staff in providing feedback to Trainees and Volunteers on their classroom instruction and work reports.
 - Assist in designing and implementing effective project monitoring and evaluation activities that include safety and security.

- Assist in preparing annual progress reports.
 - Assist in preparing site visit reports and project evaluation reports.
 - Compile, translate and post online Volunteer “Success Stories” for web site and social media publication
3. **Assist with Project Development and Management (approximately 20% of the time)**
- Assist in developing assignments for Volunteers through site identification visits and other relevant activities, and in maintaining contacts with potential sponsoring agencies to assure that prospective sites meet the minimum criteria for safety and security, workable job assignment, and viable housing situations for Volunteers. Housing responsibilities include but are not limited to identification, minimum checks, problem solving, liaison with landlords, follow up and referrals to medical and safety and security administrators.
 - Assist in compiling and maintaining complete Site History files that include important safety and security-related information that is used to determine each site’s acceptability using PC Albania’s guidelines.
4. **Assist with Volunteer Support (approximately 20% of the time)**
- Provide on-site and remote support to Volunteers. This responsibility will require frequent telephone, email communication with Volunteers and Trainees and travel to Volunteer sites. Site visits will include observation of Volunteer work, and meetings with host families, in order to enhance the Volunteer’s working relationships, community integration, and assure safety and security. The incumbent will be required to document activities and results in regular site visit reports.
 - Assist with developing and maintaining systems (Volunteer reports, VIDA, Site Visit Reports, etc.) that maintain good communication with and provide channels for soliciting feedback from Volunteers, including information regarding their safety and security.
 - Maintain up-to-date information regarding relevant legislation; national policy changes; contact lists of relevant local organizations, institutions, and agencies; and other published resources including reference texts, professional journals and other similar information; and make the information readily available to Volunteers.
5. **Safety and Security (approximately 5% of the time)**
- Addresses Volunteer safety and security by adhering to Peace Corps site development policies and procedures. Identifies and communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and the Country Director (CD). Assists Program Managers to ensure that prospective sites meet established programmatic and safety/security criteria (e.g., safe housing, a clearly defined assignment with an organization that shows real interest in working with a Volunteer, etc.). Reviews and references site history files when evaluating potential sites, and incorporates appropriate safety and security-related information into site history files. Monitors Volunteer compliance with Peace Corps policies, especially related to safety and security. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
6. **Other Duties and Activities (approximately 5% of the time)**
- Assist in planning, implementing and monitoring special activities in conformance with relevant Peace Corps Washington and Post policies
 - Maintain project files and handle correspondence
 - Make arrangements for meetings and conferences
 - Perform other duties as assigned

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.

Qualifications and Evaluation Criteria

- Excellent command of English and Albanian, both spoken and written;
- Excellent computer skills including word processing and spreadsheet programs; Ability to work independently with little supervision; Good organization and time management skills; Willingness to take the initiative; Excellent teamwork skills, Strong service attitude and personal integrity; Strong cross-cultural and interpersonal skills, strong interest in Albania's development; and ability to travel extensively around Albania.
- Experience of one to two years of related work with relevant government agencies, not-for-profit organizations, or private businesses.
- Ability to work on a regular Monday through Friday schedule with occasional overnight travel as well as evening and weekend hours when necessary.

Requirements

- University degree in a field of study relevant for projects in English education. Preference will be given to candidates with relevant experience and a relevant graduate degree.
- Ability to maintain clean background check/security badge.
- Valid passport and ability to travel outside Albania.

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 FP7. The exact amount of salary will depend on the qualifications and experience of the candidate directly related to this position.

TO APPLY FOR THIS JOB:

Application packages should include a current resume or CV, a cover letter explaining your qualifications for the position, and any references, certificates, or other documents that can demonstrate your skills and abilities. Application packages can be submitted to Monday through Friday from 9:00 A.M. to 5:00 P.M. at the Peace Corps office at Rr. Besnik Sykja, Nr. 15, by mailing them to Peace Corps Albania, Director of Management and Operations, PO Box 8180, Tirana, Albania or via email to information@al.peacecorps.gov. The email subject line should read: **"English Education Program Assistant Application."** Only applications received on or before September 18, 2015 will be considered. Only qualified candidates will be contacted.