



Peace Corps Job Vacancy Announcement

POSITION TITLE: TEFL Program Assistant (Specialist) – Full Time: TWO vacancies

Opening Date: July 25, 2014

Closing Date: August 15, 2014

Basic Function of Position:

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

This position contributes to the English Education Project by instructing Trainees and Volunteers during the various trainings and workshops organized throughout the year. An important responsibility of the 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 with all Programming and Training staff. The Position is also responsible for providing feedback to 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 Project Development and Management (approximately 15% of the time)**
 - Assist in developing and maintaining the Peace Corps English Education project that it reflects and serves the needs of Albania.
 - Assist in preparing documentation for the Peace Corps projects that conforms to the mission, goals and standards of Peace Corps.
 - 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.

2. Assist with Pre-Service and In-Service Trainings (approximately 20% of the time)

- As a part of a team, instruct Volunteers on the technical aspects of Teaching English as a Foreign Language
 - Assisting in designing, implementing, and evaluating pre-service training.
 - Participating in the evaluation of the qualifications of each potential new Volunteer during pre-service training.
 - Assisting in developing, conducting, and evaluating in-service training events.
 - Assisting in integrating safety and security concerns into all training events.

3. Assist with Project Monitoring and Evaluation (approximately 10% of the time)

- 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.
- Assist Program Staff in providing feedback to Trainee and Volunteer work reports.
- Compile, translate and post online Volunteer "Success Stories" for web site and social media publication

4. Assist with Volunteer Support (approximately 25% 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 10% 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 20% 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

- Excellent computer skills including word processing and spreadsheet programs;
- Excellent command of English, both spoken and written; native ability in spoken and written Albanian;
- 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.

Position Elements:

- Supervision Received: Supervised by the Director of Programming and Training with daily direction provided by the Program Manager for the English Education Project . For new, difficult, or unusual tasks, supervisors give directions on objectives and suggested

procedures. The Program Assistant is expected to take the initiative to meet established deadlines, and document and communicate procedures to the Program Managers.

- Available Guidelines: 1) Peace Corps Manual, 2) Foreign Affairs Manual 3) instructions provided by the Program Managers and the Director of Programming and Training.
- Exercise of Judgment: Broad exercise of judgment within the confines of job responsibilities.
- Authority to Make Commitments: The Program Assistant is expected to research, negotiate, and suggest solutions within the confines of the job responsibilities.
- Nature, Level and Purpose of Contacts: Works closely with Program Managers. Director of Programming and Training and Peace Corps Trainees and Volunteers. Communicates at all levels as required by the job responsibilities.
- Supervision Exercised: None

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, PO Box 8180, Tirana, Albania or via email to information@al.peacecorps.gov during the vacancy period. Only applications received on or before August 8, 2014 will be considered. Please address packets to the Director of Management and Operations. Peace Corps will contact you for an interview. Only qualified candidates will be contacted.