



JOB ANNOUNCEMENT

OPENING DATE: Thursday April 2, 2015 @7:30 AM

CLOSING DATE: Friday April 17, 2015 @ 13:30 PM

LOCATION: COTONOU, BENIN

WORK HOURS: Full-time - 40 hours /week

Position: Let Girls Learn Program Coordinator

Position Overview:

The Let Girls Learn Program Coordinator (Program Coordinator) works with staff at post and HQ to ensure Volunteers and their counterparts are supported in their training, community project and monitoring activities.

This position is a one year full-time and will be based at the Peace Corps office in Cotonou, Benin. The contract may be renewed after the stated period of performance. The Let Girls Learn Program Coordinator works under the direct supervision of the GenEq Specialist/Point of Contact, but incumbent must be able to work independently with minimal supervision.

Duties

- Works with programming staff to develop and carry out strategy for The Let Girls Learn Program activities specific to conditions in country.
- Works with training staff and programming staff at post to design and provide enhanced training on gender, girls' education and empowerment and student friendly schools to Volunteers and their counterparts.
- Assists with site development activities, and helps to make decisions about the suitability of sites.
- Works with the Grants Manager at post and programming staff to publicize the availability of PCPP grants for girls' education and empowerment community projects, helps manage the grant writing process and works with Volunteers to ensure that grants are appropriate in content and format.
- Responsible for MRE for The Let Girls Learn Program, in coordination with the MRE specialist at post and programming staff. Helps Volunteers understand their responsibilities for monitoring and recording their activities, acts as the collection point for information on girls' education and empowerment training and Volunteer activities and writes and submit reports to the GenEq Specialist/Point of Contact for post and HQ use.
- Conducts site visits to Volunteers implementing the program.
- Acts as a resource to post staff and Volunteers implementing Let Girls Learn Program activities.
- Serves as liaison between the PCV GenEq committee and Post Staff
- Oversees GenEq programs, SIP, TODTW and SGP in coordination with the GenEq PCVL
- Coordinates the organization and implementation of various national and regional girls' camps
- Represents Peace Corps' work in The Let Girls Learn Program externally with other government agencies and partner organizations.
- Networks and partners with organizations and projects in Benin working on GEE
- Other responsibilities as assigned.

Qualifications

Education: At least 03 years University degree in Business Administration, International Development, Project Management, or related areas, is preferred.

Experience: Minimum two years of related work experience is required.

Language: Proficiency in oral and written communication in both English and French is required.
Native fluency in a local Beninese language.

Knowledge, skills and abilities: Ability to meet deadlines, meticulous work habits and attention to detail. This is a multi-function position requiring a great degree of discretion, planning, flexibility, organization, pro-activity, integrity and honesty. The successful candidate will demonstrate his/her ability to produce professional reports in English, with a high degree of accuracy and appropriate language. Proficiency is required in the use of personal computers, and computer programs such as MS Word, MS Excel, MS PowerPoint, Publisher and Internet Explorer.

Security Requirements: A background security investigation will be required. Final appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.

To Apply

Submit a letter of interest with specific responses to each of the required and desired qualifications, accompanied by your CV listing three traceable references. Applications will only be accepted in English and via electronic mail at pcbeningl@bj.peacecorps.gov by 13: 30 PM on the closing date. Be sure to indicate `` **Let Girls Learn Benin** '' in the subject title.

Only short listed candidates will be contacted. No telephone inquiries will be entertained. Written and oral communication, language, computer and other possible technical skills will be tested as part of the interview process.

All education and experience must be met by the closing date of this vacancy announcement. Certified copies of degrees earned, certificates, essays and awards that address the qualification requirements of the position as listed above may be required upon selection.

APPLICATION MUST BE RECEIVED BY DEADLINE.
The United States Peace Corps is an Equal Opportunity Employer.