



U.S. Peace Corps / Burkina Faso

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JOB ANNOUNCEMENT

The United States Peace Corps Burkina Faso is recruiting for a full time contract position based in Ouagadougou:

Associate Peace Corps Director (APCD; equivalent of Project Manager) for the Community Economic Development (CED) Program

Responsibilities of the position include: supervising, planning, developing, implementing, and evaluating all aspects of the CED Project as well as providing technical, moral and other support to approximately 30 to 40 Peace Corps Volunteers (PCVs) who are working in a variety of locations throughout Burkina Faso. The APCD is responsible for establishing and maintaining contacts with senior level government officials to plan, develop and manage projects in accordance with goals and priorities of both Peace Corps and the Government of Burkina Faso. In addition, the APCD will identify and coordinate with other national and international development organizations and Non-Governmental Organizations (NGOs) that can be (or already are) involved in CED activities. Individuals applying to this position must meet the selection criteria as well as be able to function with minimal technical supervision. The APCD/CED will report to the Director of Programming and Training and is responsible for the direct supervision of one or more Programming and Training Assistants. This position requires extensive travel throughout Burkina Faso.

Major areas of responsibility of this position include: 1) Volunteer Support; 2) Leadership; 3) Project Management; 4) Project Programming; 5) Training; and 6) Safety and Security.

Experience with computer use and common office applications (Word, Excel, Email etc) and a high level of written and spoken English is required. Both will be tested as a part of the interview process.

TO APPLY - Please do not apply to this position without first having read the detailed Statement of Work, which is available from our office or at <http://www.pcburkina.org/recruit> or may be requested via email from pcrecruit@bf.peacecorps.gov.

Email is the preferred form of application, if possible. Please create an application packet which should include your C.V., accompanied by a thoughtful cover letter (both in English), outlining how your skills and experience demonstrate the required qualifications.

Please use the following conventions:

- Subject line of email: APCD CED
- File name of your Cover Letter: yourfirstname_yourlastname_Cover_Letter.doc
- File name of your CV: yourfirstname_yourlastname_CV.doc

In your cover letter, please detail the earliest date you would be available if accepted for the position, your current/most recent salary, and how you heard about this opportunity. Only qualified candidates accepted for an interview will be contacted.

Application packets for this position should be sent by email to pcrecruit@bf.peacecorps.gov with position title "APCD CED" in the subject line, or may be delivered by hand to the Peace Corps office located in sector 13 behind the Red Cross. Incomplete applications will not be reviewed. **NO TELEPHONE CALLS PLEASE.** All Applications must be received no later than **12h30 on Monday December 2nd, 2013.**

STATEMENT OF WORK

ASSOCIATE PEACE CORPS DIRECTOR - Community Economic Development (CED)

Peace Corps - Burkina Faso

The U.S. Peace Corps in Burkina Faso is seeking a highly skilled, professional and energetic individual to serve as the Associate Peace Corps Director (APCD; equivalent of Project Manager) for a new Community Economic Development (CED) Program that is currently being developed. This position is based in Ouagadougou, Burkina Faso. The APCD/CED will report to the Director of Programming and Training (DPT) and is responsible for the direct supervision of one or more Programming and Training Assistants. This position requires extensive travel throughout Burkina Faso.

Responsibilities of the position include supervising, planning, developing, implementing, and evaluating all aspects of the CED Project as well as providing technical and other support to approximately 30 to 40 Peace Corps Volunteers (PCVs) in a variety of locations throughout Burkina Faso. The APCD is responsible for establishing and maintaining contacts with senior level government officials to plan, develop and manage projects in accordance with goals and priorities of both Peace Corps and the Government of Burkina Faso. In addition, the APCD coordinates with other national and international development organizations and Non-Governmental Organizations (NGOs) involved in CED activities. Individuals applying to this position must meet the selection criteria (noted below) as well as be able to function with minimal technical supervision from the DPT.

Major duties and responsibilities of this position include the following:

VOLUNTEER MANAGEMENT AND SUPPORT

Volunteer Management/Support (general)

- Oversee site development process for all volunteers in the CED sectors, ensuring 100% compliance with PC Headquarters approved Site Development Manual and its criteria.
- Conduct site visits; meet PCVs, supervisors, co-workers, community leaders, LSACs (*a minimum of one visits per year per Volunteer*)
- Maintain active correspondence and communication with each Volunteer (at least once each month via telephone, email or in person), including appropriate feedback systems, (*on-going*)
- Complete monthly paperwork requirements (PCV vacation approvals, Close-of-Service [COS] procedures, etc.) (*on-going*)

- Approve Volunteer requests for vacation, travel, and absence-from-site for programmatic reasons (*on-going*)
- Respond to PCV communications in a timely manner (Within 24 – 48 hours, and on-going)
- Review and evaluate requests for service extension (occasional)
- Brief staff on PCV activities in the field and provide opportunities to visit and learn about them
- Inform and discuss with communities and counterparts on American Diversity during site selections, counterpart workshops, and other contacts as part of Peace Corps' 2nd Goal.
- Encourage PCVs to implement Goals 2 and 3 during their service (i.e. blogs, journals, cultural exchanges, family/friends visits, etc...)

Mid-Service Interviews

- Meet with first-year Volunteers for mid-service interviews to assess on areas of PCV support and Programming that need improvements
- Solicit interests from PCVs for 3rd year opportunities and help them develop Memoranda of Understanding (MOU) and position description with the partnering organization for the 3rd Year position.

Medical and Special Services Support

- Coordinate with PCMO on PCVs with health problems (*as necessary*)
- Provide liaison and information to PCMO and others as necessary if PCV cannot (or will not) make direct contact (*as necessary*)
- Assist with Peace Corps headquarters requests and emergency actions as requested (*as necessary*)

Personal Support

- Discuss personal and cross-cultural issues for PCVs; refer as necessary (*on-going*)
- Deal with PCV personal problems, crises at home (i.e. a death in the family) or at the site (i.e. sexual harassment, problems with counterpart, rumors of drug use by PCV), disciplinary issues, etc. Involves counseling and coaching skills and administrative actions. (*daily*)
- Work to resolve conflicts with PCVs, their counterparts and their communities
- Manage crises and intervene as necessary (*on-going*)
- Take mail on visits to PCV sites

Project /Technical Support

- Correspond with/counsel/provide technical assistance and support (*on-going*)

- Review PCV quarterly work plans and progress reports, verify data is consistent/correct and clean data where needed, and respond as appropriate within 30 days of the report due date (*on-going*)
- Help PCV evaluate work of previous months and plan work for coming months (*several times annually per PCV*)
- Review, evaluate, approve/disapprove special Volunteer secondary projects involving requests for external funding of projects (*weekly*)
- Respond to PCV requests for technical information and support (*on-going*)
- Search for PCV materials and resources (by mail, phone call, E-mail, Fax, etc.) (*on-going*)

PROGRAM LEADERSHIP

Program Vision, Mission Statement, Priorities, and Goals

- Maintain thorough understanding of Peace Corps and host country development issues and dynamics (*on-going*)
- Support Director of Programming and Training (DPT) in developing and implementing CED Project vision, mission statement, priorities, and effective team work with clear expectations and transparency(*on-going*)
- Strive to increase cross-cultural and multi-cultural understanding and effective collaboration with host country persons, PCVs, PC staff and other colleagues (*on-going*)

Program Policy and Procedures

- Keep DPT informed about objectives, priorities, etc. in the CED project (*on-going*)
- Make recommendations to DPT on current projects, potential programming initiatives, agency relationships and PCV management (*on-going*)
- Advise DPT as appropriate on matters related to post and PC operations (*on-going*)
- Adhere to PC and post policies and guidelines concerning staff, trainees, Volunteers, property, communications, budget, vehicles, etc. (*on-going*)

Program Representation

- Develop strong relationship with the Ministry of Agriculture (MoA), and in particular the DGPR in an effort to foster active engagement and support of the CED project.
- Establish working relationships with various agencies that might serve as potential programming partners with post and sector
- Present PC purpose, philosophy, goals, program, history, projects (both written and oral) to various organizations and individuals
- Represent and develop working relationships with host agencies, PVOs, NGOs

- Meet with various visitors (*weekly or monthly*)
- Attend regional and/or sub-regional programming and training conferences and workshops relevant to the CED project
- Provide information and consultancy service to host country agencies and other beneficiaries as requested and appropriate
- Translate and present Project Status Review (PSR) to MoA officials to provide a broader picture of PCV accomplishments and challenges related to the implementation of the CED Project (*yearly*)

POST MANAGEMENT

Overall Post Management

- Function as member of senior staff team in meetings, discussions, activities and decisions which concern country program (*on-going*)
- Contribute to effective communications among post staff, between post and host agency officials, between post staff and PCVs (*continuous*)
- Facilitate effective and responsive communications system with Volunteers, including monthly phone calls, Volunteer Reporting Tool (VRT) feedback, all Volunteer meetings, site visits and special events (*on-going*)
- Discuss issues, problems, plans with DPT (*on-going*)
- Attend and participate in Programming and Training (P&T) and senior staff weekly meetings
- Attend seminars, meetings, conferences relevant to the CED Project Plan and program interests
- Participate in regular PC/post events--swearing-in ceremonies, inaugurations, special events, visitors from Washington
- Be familiar with and participate in refinement and testing of the Emergency Action Plan, coordinate emergency plan meetings, resources, contacts, etc. for CED project Volunteers
- Collaborate with relevant staff on special Peace Corps programs such as World Wise Schools Program, Partnership Program, SPA, West Africa Food Security Partnership (WAFSP), Stomp Out Malaria Initiative; AOL Peace Packs, the Volunteer Resource Center
- Manage crises as necessary (*anytime*)

Liaison with Africa Region and other PC/Washington Offices

- Read and respond to emails and/or reports from PC/Washington as needed
- Respond to requests for input on general Peace Corps issues from PC/Washington (*daily/weekly*)
- Answer PC/Washington or DPT inquiries, questions, reports, requests regarding project specific programming and training (*weekly*)

Personnel Management

- Organize, write, edit project specific documents, newsletters, and manuals, for Volunteers
- Coordinate and direct the activities of the Programming and Training Assistant (PTA) for CED
- Draft letters of recommendations for PCVs and staff that require one
- Conduct annual performance evaluations of the PTA.

Administrative Management

- Complete monthly and quarterly paperwork requirements (Job Specific Requisitions (JSRs), Volunteer Assignment Descriptions (VADs), charts, Project Activities Plan, Travel Log, etc.)

Budget Management

- Develop project specific support information (plan and budget for projects, trainings, Volunteer support) for the submission of an annual strategic plan
- Monitor budget expenditures for project related activities (plan versus actual), suggest ways to reprogram funds
- Assist in completing quarterly, annual reports (host country contributions, quarterly budget reviews)

PROJECT PROGRAMMING

Programming (general)

- With other APCDs, create uniform and complementary programming and training systems
- Implement new project plan framework--meet with DPT, other APCDs, host agencies and PCVs regarding CED project plan, project status and future directions
- Research, organize, write, edit all major programming documentation (e.g., CED Project Plan, VADs, JSRs, Peace Corps headquarters funding requests, final reports, Annual Program Status Reviews (PSRs))
- Develop and monitor programming and training budgets for relevant sector activities (*quarterly and annually*)
- Meet with sponsoring organizations and community members as requested and when appropriate
- Maintain oral and written communications with host agency officials (*on-going*)
- Meet with potential donors to solicit funding for primary and secondary project activities (monthly to quarterly)
- Ensure that programming files are maintained in an orderly manner that allows volunteers and other staff access to relevant information.

- Encourage PCVs to implement Goals 2 and 3 of Peace Corps throughout their service (i.e. blogs, journals, cultural exchanges, family/friends visits, and participating in the Peace Corps “Worldwide Schools Program,” etc...)

Project Development and Design

- Identify prospective projects for PC involvement (*on-going*)
- Organize and facilitate annual Project Advisory Committee (PAC) meetings; Review and revise existing project plan/activities in collaboration with all project stakeholders. (*annually*)
- Present new or revised project plans to DPT for approval
- Facilitate development and discussion of PCV, Community and Host Country Agency (sponsoring organization) responsibilities, including expectations of the Local Support and Advisory Committee (LSAC) for all stakeholders (*annually and on-going*)

Project Management, Monitoring and Evaluation

- Maintain communications with host agency (all levels), LSAC, donors, Volunteers (*on-going*)
- Analyze, negotiate and select appropriate sites for PCV placement (*on-going and prior to PST*)
- Brief on-site host-country national (HCN) counterparts/Associations/LSAC on project and role of PCVs at site
- Plan and conduct supervisor and/or counterpart briefing workshops
- Review/refine project monitoring, reporting and evaluation (MRE) systems, including implementation of baseline, mid-year and end-of-service project surveys, data collection through LSACs, data collection tools, and training of Volunteers and HCNs on CED Project MRE approach
- Conduct on-going site visits to PCVs, supervisors and colleagues, community members, and the LSAC to monitor project work and personal adaptation/integration into the community (*1-2 visits per year per Volunteer*)
- Review PCV quarterly work plans and progress reports.
- Analyze data from PCV's and LSACs, prepare trend reports for Host Country Associations and Volunteers (requires some translation) (*trimestral*)
- Review and respond to PCV VRT submissions (*trimestral*)
- Give oral and written feedback to PCVs regarding site monitoring information (*Ongoing*)
- Organize and facilitate project meetings for PCVs, supervisors, host agency and LSAC (*up to 2 per year*)
- Evaluate work of PCVs and take appropriate action, such as meeting with PCV, meeting with host agency, revising work plan, re-focus assignment, change site, etc. (quarterly)
- Troubleshoot and intervene when project obstacles occur and keep DPT informed of any/all PCV concerns/red flags (*on-going*)

- Read and analyze PCV final reports to evaluate projects, PCV performance (Prior to PCV COS dates)

VOLUNTEER - TRAINING

Training (general)

- Oversee project and assignment-specific training information for invitations, pre-service, in-service, and mid-service training events, and COS workshop
- Oversee project specific training documentation: annual training calendar, Statements of Work (SOWs) for PST technical trainers, training designs, session plans, curriculum and module development and formatting, and training evaluations
- Develop and monitor training budgets for in-service training (IST) programs for Volunteers, as well as other office-led activities
- Approve "Statements of Work", "Descriptions of Work", etc. for contract training staff
- Collaborate on hiring of technical trainers and other training staff
- In collaboration with the Training Manager, organize and contribute to annual Training Status Review (TSR) report to PC/Washington (*annually*)
- Take primary responsibility for all aspects of organizing the annual counterpart workshop at PST, as well as all other training events involving counterparts.

Pre-Departure Invitational Materials

- Refine, redevelop invitational materials (Country Information Package and Welcome Letter etc.) in collaboration with the DPT and other APCDs to keep current (*annually*)
- Develop, revise and update VADs for each JSR within the CED project that reflect realistic in-country housing and working conditions

Pre-Service Training

- Provide oversight of all project specific modules, including technical training, project specific language and cross-cultural training,
- Manage the development or revision of all project specific curriculum, modules, and session designs for the above training components (*on-going*)
- Meet with training staff, individual trainers to give PC/Post overview, APCD priorities, and assist in modifying training designs and sessions (*as needed*)
- Suggest local technical training resource people for the PST
- Work with Training Manager to develop appropriate Training of Trainers workshop and participate as needed (*prior to each PST*)

- Identify PCV facilitators (PCVFs) in consultation with the CED team and Training Manager for assistance during PST, IST and other office-led activities.
- Review and approve project specific training plans and training designs from Training Manager (*annually*)
- Attend PST events, facilitate training sessions and participate as appropriate (*annually*)
- Present at least three (3) PST sessions (and/or more as needed) including training on the project framework and the role of the volunteer in the development process (*annually per new group*)
- Assist in staff and Trainee feedback sessions
- Conduct trainer evaluation for the tech trainers and assistants in collaboration with the Training Manager (*end of PST*)
- Review final report and determine changes for next PST

In-Service Training Events

- Complete needs assessment, staffing, training design, logistical arrangements and implement ISTs (for example: 5 day ISTs and 3 day MSCs) for project specific groups
- Design and implement special workshops (like Project Design and Management, ISTs, office-led activities)
- Attend IST events, facilitate training sessions and participate as appropriate

Close of Service Workshop

- Plan and implement three-day COS Conference for each group
- Attend COS events, facilitate training sessions and participate as appropriate (*annually*)
- Meet with COSing Volunteers for exit interviews (*on-going in last months of group's tour*)

SAFETY AND SECURITY

- Maintain a sound understanding of agency and post-specific safety and security policies and procedures as described in MS 270 and other documents (EAP, Rape Protocol, Medical Emergency Handbook, Volunteer Handbook, village file system, etc.)
- Advise the DPT and other staff on all relevant safety and security issues (*on-going*)

OTHER

- Other duties and responsibilities as assigned by the DPT.

Qualifications Required For Effective Performance

1. **Job Knowledge:** Must have good knowledge of agriculture-based business systems: organizational development; feasibility studies; marketing; accounting; quality control and distribution; business plan development; post-harvest transformation/conservation and preservation methodologies; and gardening.
2. **Skills and Abilities:** Must be able to give technical advice, plan and organize effectively, conduct individual and group technical transfer sessions, converse and socialize with educated and illiterate smallholder farmers, and counsel and coach Volunteers. Must be proficient with computers and common software applications used in a business environment (Email, MS Office, etc).
3. **Prior Work Experience:** Two years of practical experience in the field of CED as an entrepreneur or business consultant, and two additional years of experience in preparing and conducting training.
4. **Post Entry Training:** Participate in In-Service Training workshops as available such as training of trainers, training management and programming workshops.
5. **Education:** Four years of University study in Business Management or equivalent in related discipline (Master's Degree is desirable).
6. **Language Proficiency:** FSI Level IV English and the equivalent in French are required. Fluency in at least two Burkinabe languages is desirable.

Position Elements

1. **Supervision Received:** Works under the general supervision of and in close collaboration with the Director of Programming and Training. Assignments are performed with a minimum of guidance and supervision. Guidance is available upon request for highly complex problems.
2. **Supervision Exercised:** Supervises one or more Programming and Training Assistants and coordinates the project and Volunteers under his/her jurisdiction to ensure the appropriateness and high quality of Volunteer support.
3. **Peace Corps Guidelines:** Abides by all Peace Corps guidelines, regulations, procedures and policies.

4. **Exercise of Judgment:** Must exercise good judgment in all duties of the position, particularly in those involving negotiations with host government, NGOs and other institutions for the provision of Volunteers and their support.
5. **Authority to Make Commitments:** Has authority to commit PC Burkina Faso/CED related programming and placements with the concurrence of the Director of Programming and Training.
6. **Nature, Level, and Purpose of Contacts:** Serves as liaison with Host Country Government Ministries and NGOs and ensures that volunteers are adequately trained to serve their needs.
7. **Work zone:** CED PCVs are assigned throughout Burkina (with the exception of the northern part of Burkina) which entails frequent and extended field trips in remote parts of the country.
8. **Time required to perform full range of duties:** Nine months to one year