



POSITION AVAILABLE

DEADLINE EXTENDED

Are you interested in being part of a dynamic, multi-cultural team responsible for supporting predominantly young-adult American volunteer development professionals?

Are you passionate about contributing to improving the quality of public education in the Dominican Republic?

Please apply for:

Program Manager/Education

The Program Manager/Education serves as a Peace Corps program manager and technical expert in the Education sector, supervising an Education Program Specialist and from 35-50 US Peace Corps Volunteer professionals. Major duties and responsibilities include, but are not limited to: project design; project implementation; Volunteer support; training; technical support; safety and security; representation, resource development, and partnership development.

Duties include:

- **Project Implementation:** Travelling up to 60% of the time to identify and develop potential project sites and support Volunteers; monitoring, evaluating, and providing timely feedback on each Volunteer's Community and Organizational Diagnostic, Volunteer Reporting Form, Annual Plan, and Monthly Reports; writing Annual Project Status Reports.
- **Peace Corps Volunteer Support:** Ensuring that Volunteers receive the minimum number of site monitoring visits; conducting at least one (1) formal Volunteer project site visit per service, writing trip reports, and submitting in a timely manner; conducting other Volunteers visits, as needed; selecting and preparing a 4-month family home stay for each new Volunteer.
- **Training:** Reviewing and approving the curriculum and Calendar of Training Events for technical training, in conjunction with the Director of Programming and Training (DPT), Training Manager and Technical Trainer; designing and facilitating 3-month and 12-month In-Service Trainings (ISTs) in conjunction with the DPT and Training Manager.
- **Technical Support:** Conducting community and organizational-level technical consultation, trouble-shooting, and problem-solving in the Education sector.
- **Safety and Security:** Addressing safety and security proactively by ensuring appropriate assignments for Volunteers and adhering to Peace Corps site development policies and procedures; conducting health, safety, and security check of Volunteer housing, utilizing approved survey checklist.
- **Representation, Resource and Partnership Development:** Developing and maintaining institutional relationships within the Education sector.

Qualifications and Requirements:

Required:

- Bachelor's Degree (*Licenciatura*) in Educational Administration or related field.
- A minimum of 3 years of progressively responsible professional experience in the education sector or related field, or 6 years to be appointed at a higher level, at least three of which must have been in or with the public sector.
- English fluency (English Test Level IV).
- Native English speakers must demonstrate written and spoken fluency (ACTFL 8) in Spanish.
- Valid Dominican driver's license and proven experience driving across the country.
- Valid Dominican ID (*Cédula*).
- Ability to travel up to 60% of the time to identify and develop potential project sites and support Volunteers.
- Ability to pass a background check and maintain a security clearance.
- Demonstrated ability to work effectively in a multi-cultural team.
- Ability to write clear, precise reports and documents.

Desired:

- Master's Degree or substantial course work in Education or related fields (highly desirable).
- Significant personnel management or supervisory experience.
- At least four years of experience in program development and implementation.
- Extensive knowledge of, and or experience working in, the Dominican education system.
- Experience working with rural communities in the Dominican Republic.
- Experience working with international development agencies.
- Experience working with Volunteers.
- Knowledge of the social, political, economic characteristics of the Dominican Republic.
- Personal counseling and listening skills.
- Developed high-level contacts in the public and private education sectors.

Interested applicants for this position must submit the following, or the application will not be considered:

1. A resume or C.V. that includes dates of professional positions held and dates of education and training.
2. A cover letter.

All documents must be in English. Official translation is not required.

This position is paid at local rates. The annual salary for this contract position ranges from RD\$758,102.00 to RD\$1,442,867.00 plus fringe benefits. Incumbent hiring salary will be based on work experience and salary history.

Please send resume and cover letter by January 17, 2016 highlighting relevant experience to: pcdrjobs@do.peacecorps.gov. Position description available upon request.