

JOB VACANCY ANNOUNCEMENT

PEACE CORPS - ACCRA

June 28, 2012

Number: **PC 12 003**

Position: **Program Assistant (PA)**

Office: **U.S. Peace Corps**

Open to: **All Interested Candidates (1 position)**

Work hours: **Full-time with benefits: 40 hours/week**

Salary: **GHS 11,892 – GHS 17,842 p.a**

Closing Date: **July 11, 2012 – 5:00 p.m.**

PERSONAL SERVICES CONTRACTOR (PSC)

The Peace Corps is a United States federal agency that promotes international peace, friendship and sustainable development by providing trained men and women to serve in local communities. In Ghana, these trained men and women (Peace Corps Volunteers) work in the areas of health, education, and agriculture. The agency in Ghana is seeking to hire one individual to assist with its operations in the Accra Office.

Desired Qualifications and Statement of Work:

- Please see the attached Desired, and Required Qualifications and Statement of Work for the vacancy announcement.

Compensation:

- Competitive salary, plus benefits package.

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

- 1) *A detailed résumé or C.V. that includes:*
 - *Professional positions held, identifying duties, responsibilities, dates of employment and reason for leaving*
 - *Education and training, schools attended, dates of attendance, qualifications obtained.*
 - *An accounting for periods of unemployment longer than three months*
 - *3 Professional references.*
- 2) *A cover letter*
- 3) *Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above:*
- 4) *Applicants must clearly state the preferred duty station(s) in the application to be considered for employment.*

Write the job number on the back of the envelope and deliver to either of the addresses:

Post Delivery:

The Director of Operations
and Management
US Peace Corps
P.O. Box 5796,
Accra –North

Hand Delivery:

The Director of Management
and Operations
Peace Corps Ghana Office
14 Dade Link (next to UNHCR)
Labone, Accra

Email:

jobs@gh.peacecorps.gov

U.S. Peace Corps – Ghana
Programming Assistant
Number of positions: 1
Duty Station: Accra, Ghana

REQUIRED QUALIFICATIONS

- Senior High School Diploma or equivalent
- Minimum of 3 years of community development experience
- Competence in basic IT applications: MS Word, Outlook, Excel, Power Point
- Experience working in a cross-cultural setting/environment
- Bilingual (English, Ghana Local Language(s)) skills, both oral and written
- Knowledge and understanding of US values, history, and culture
- Willingness to travel frequently and work in rural areas of Ghana
- Excellent speaking, writing, presentation, and all-round communication skills

DESIRED QUALIFICATIONS

- Bachelor Degree in community development related field
- Multi-lingual (English, Ghana Local languages, etc)
- Experience working with the U.S. Peace Corps
- Budgeting experience
- Experience as trainer and/or event coordinator

Peace Corps – Ghana (PC-Ghana)
Statement of Work (SOW)

Position: Program Assistant (PA)
Supervisor: Director of Programming and Training (DPT)
Duty station: Accra

POSITION DESCRIPTION

The U.S. Peace Corps is an agency that promotes international peace, friendship and sustainable development by providing trained men and women, Peace Corps Volunteers (PCVs), to serve in countries that have requested assistance. In PC-Ghana, the PA works as part of an interdisciplinary Programming and Training Team and provides support to ensure that PC – Ghana’s Training, Education, Health, and Agriculture Programs are performing optimally. The PA also provides assistance to project coordinators on an as needed basis. The PA is assigned to a specific region of operation where they perform the majority of their duties. The PA supports the U.S. Peace Corps mission in Ghana in the following main areas:

- 1. Programmatic Support and Volunteer Safety 70%**
- 2. Training 20%**
- 3. General Services 10%**

MAJOR DUTIES AND RESPONSIBILITIES

- 1. Programmatic Support and Volunteer Safety: 70%**
 - Coordinates with APCDs, PCVLs and the DPT in order to effectively:
 - Motivate and support Peace Corps Volunteers (PCVs);
 - Conduct thorough site identification, development, and visits in coordination with APCDs following the standard process and correctly completing required documentation;
 - Oversee the preparation of PCV housing to ensure that housing is ready for PCTs when they arrive in country,
 - Provide weekly updates to the DPT on travel plans and major tasks to address,
 - Communicate regularly with all PCVs in their region and provide updates to the appropriate APCD for noting in PCVs communication records in VIDA;
 - Contribute programmatic input to IPBS and Ops Plan development; and
 - Support APCDs in collecting, compiling, and reporting program data.
 - Provides program support and ensures that PCVs are safe, engaged in meaningful work, and living safely in their communities;
 - Assists PC staff in planning travel schedules;
 - Builds and maintains healthy relationships with PCVs, Peace Corps staff, and partners;
 - Assists in compiling Project Status Reports (PSRs), writing periodic and annual reports, and participates in project plan reviews;
 - Promotes Peace Corps’ programs within the context of the Government of Ghana’s development priorities;
 - Responds to PCV field reports and issues concerning their sites and housing in their region;
 - Assists PCVs in project implementation and development, including development of secondary activities;
 - Counsels PCVs on technical and cross-cultural issues;
 - Maintains liaisons with the local police and other authorities to ensure Volunteers’ safety and security and that of staff and property at main office, regional sub offices and Volunteers’ sites,
 - Writes award nominations, letters of recommendation, or performance plans when relevant; and
 - Responds timely to additional assignments from the Country Director.

- Demonstrates high professional standards in the ability to:
 - Serve on a team;
 - Be analytical, well organized and creative;
 - Compile and write reports;
 - Communicate effectively with PCVs, staff, and partners;
 - Use computer systems;
 - Understand PC Ghana policies and procedures, especially those relevant to area of specialization; and
 - Respect different cultures and divergent viewpoints.

2. Training: 20%

- Develops effective working relationships with the training team;
- Supports the training team to design, organize, facilitate, and plan logistics for training events (PST, IST, COS conference) within, especially within the geographical region, for PCVs and/or counterparts;
- Helps develop budgets for training events;
- Identifies training sites, especially within the geographical region;
- Handles and distributes funds for training-related purposes; and
- Participates in routine training workshops opportunities, within and beyond Peace Corps, to maintain a high state of professional readiness to perform all PC duties.

3. General Services: 10%

- Coordinates with the General Services Manager (GSM) and Motor Pool Supervisor (GSA) regularly;
- Deliver mail to PCVs in particular regions;
- Develops relationships with vendors to facilitate purchasing of necessary supplies and services,
- Serve as IT back-up if requested. and
- Other duties as assigned by the CD or DPT.