

PERSONAL SERVICES CONTRACTOR (PSC) VACANCY ANNOUNCEMENT

OPEN TO: All Interested Candidates
POSITION: Program Manager/Public Health
OPENING DATE: July 11, 2016
CLOSING DATE: July 25, 2016 @ midnight
WORK HOURS: Full-time: 40 hours/week

I. BASIC FUNCTION OF POSITION:

The Program Manager for Public Health reports directly to the Director of Programming and Training (DPT). S/he is responsible for developing the Public Health Program to include implementation of the Health Education project plan including all training events. In addition other major functions include: identifying appropriate sites for Volunteers; serving as liaison with appropriate Ministries, NGOs and other organizations working in public health; and providing continual guidance and support to Peace Corps Volunteers, particularly those in the Public Health Program; working as part of the Programming and Training team and in close collaboration with the Health Education Program Assistant and the Deputy DPT.

II. MAJOR DUTIES AND RESPONSIBILITIES:

This position is responsible for development and implementation of the Public Health Program, with major duties falling into the four areas outlined below:

A. Programming:

Identifies, develops, maintains, monitors and evaluates quality preventive health projects, activities, and practices that are responsive to host country development needs and policies and consistent with Peace Corps programming principles and Volunteer resources. Recommends appropriate actions to Country Director about continuation, completion, extension or closure of existing projects. Develops and maintains strong and productive working relationships with the Government, NGOs and other local organizations to further sector programming activities. Identifies and develops in-country and sub-regional networks of resource people to respond to ongoing program support needs in areas including project design, monitoring and evaluation.

Ensures programs are appropriately coordinated and develops work plans that are realistic and responsive to IPBS (Strategic Plan) goal. Demonstrates an understanding of Peace Corps recruitment, training and programming systems that results in project fills. Makes timely, complete, and thoughtful submissions of programming documents.

B. Volunteer Support and Safety:

Provides timely and locally appropriate technical, personal and administrative support to Volunteers through site visits, office time, correspondence, and other communication. Demonstrates sound decision making capability and utilizes good judgment under stress or in emergency situations. Provides accurate, thorough and prompt technical information and feedback to volunteers. Takes appropriate measures in volunteer site selection and placement to ensure high levels of Volunteer health, safety and security. Works to develop systems of Volunteer support within host agencies and local organizations independent of Peace Corps. Provides constructive feedback (through report feedback, site visits, etc.) to Volunteers and initiates Performance Improvement Plans if indicated.

C. Training:

Plans and coordinates comprehensive sector training program, including both PST (Pre-Service Training) and ISTs (In-Service Trainings), which provide Volunteers with the knowledge, skills and attitudes to fulfill their assignments successfully. Fully exploits local material and human resources to maximize appropriateness of training and to reduce dependence on external resources. Establishes training goals and objectives, assists training staff in session plan

development and the overall planning and execution of technical training, and provides additional input in the general areas of cross-culture, health, and safety. Spends quality time with trainees and training staff during PST and IST in formal and informal sessions to assess accurately trainees' abilities for successful site placement, gauge their progress in technical skills acquisition and integration and to provide continuing motivational support. Responsible for the development and execution of any supplementary public health related training with local counterparts.

D. Management/Administration:

Supports the larger country program as a team member through active participation in staff meetings (general, senior staff and programming and training) and other community, regional and national activities. Demonstrates critical thinking and problem solving ability in resolving Volunteer issues, including programming, training, integration, safety, etc. Advises Country Director in a timely manner of significant problems and recommends viable solutions that can be readily adopted. Provides clear guidance to Volunteers regarding Peace Corps policies and enforces policies in a fair and consistent manner in collaboration with the Country Director. Develops appropriate language capabilities for regular communications, presentations and official functions.

III. REQUIRED AND DESIRED QUALIFICATIONS:

a. Education:

Possession of a university degree in public health, nursing, medicine, health administration, community development, or a related field.

Master's level degree in similar fields is desired.

b. Prior Work Experience:

Minimum of five years of progressively responsible experience in a relevant field, including field experience and supervision responsibilities. Experience with Guinean and American organizations and/or culture. Minimum of two years experience in community development projects and activities. Minimum of two years experience in designing and facilitating training sessions. Demonstrated interest in working in the public health field, particularly in preventive health education.

Experience working within the Guinean Ministry of Public Health (at any level) or Guinean NGO is highly desired.

c. Language Proficiency:

Level IV (fluent) written and spoken English and French.

Knowledge of at least two local languages used in Guinea is desired.

d. Knowledge:

Must have a working knowledge of development plans and operations of host government ministries related to the health field and relevant host government laws and regulations;

Must have thorough knowledge of the health priorities of the Guinean Ministry of Public Health, traditional Guinean health practices and their social, political, and economic implications and the Guinean health care system;

Must have working knowledge of child survival interventions, maternal health, malaria, nutrition, reproductive health and HIV/AIDS;

Must have working knowledge of project design and management;

Must have a valid driver's license and/or be knowledgeable about travel and security into isolated regions for the interior;

Working knowledge of behavioral change theories is desired;

Thorough knowledge and understanding of the Peace Corps process (including recruitment, training, financing, budgeting, assignment, separation) and USG laws, regulations and policies respecting that process is desired.

e. Skills and Abilities:

Must have proven computer skills, including facility with PC applications such as Microsoft Word and Outlook and the internet;

Must have excellent writing skills;

Must be able to develop and maintain an extensive range of contacts including senior officials to lower management of the host country government, NGOs and local organizations in order to provide a thorough understanding of PC goals and to better support Volunteer programming;

Must be able to mentor relationships between PC officials, PCVs, and the officials and people of the host country;

Must have highly developed skills in interpersonal relations and communications in order to deal effectively with officials and PCVs;

Must be able to identify and explain cross-cultural (US & Host Country) divergences and provide PCVs with mature, reasoned guidance as to how to overcome those differences;

Must be able to prepare precise, accurate, thorough and analytical reports to PCVs, PC and stakeholders;

Must be able to render advice with detachment and objectivity while maintaining empathy;

Must be able to act in the role of mentor, coach, supervisor, and confidant;

Must be available for extensive travel to remote areas within Guinea, often for periods longer than one week. (As medical care is not readily available, candidate/incumbent should be in good physical condition);

Ability to write funding proposals is desired.

VI. POSITION ELEMENTS:

a. Supervision Received:

Reports directly to the DPT and/or DDPT. Assignments are performed with minimal guidance and supervision.

b. Available Guidelines:

Performs duties within the guidelines of Peace Corps regulations, procedures and policies as expressed by the Peace Corps Manual, the Peace Corps Programming and Training Handbooks and agency and office policy statements. Other guidelines include related USG laws, regulations and policies; host government laws and regulations relating to public health.

c. Exercise of Judgment:

Considerable judgment exercised is required in dealing with the problems, challenges, and counseling needs of Peace Corps Volunteers and in negotiating projects and support services with government officials and communities.

d. Authority to Make Commitments:

Ability to make agreements with local authorities and host communities where Volunteers serve, including in communities where Peace Corps works, arrange for housing for Volunteers, and the resolution of volunteer issues.

e. Nature, Level, and Purpose of Contacts:

Officials of Guinean government ministries and local government officials at all levels.

f. Supervision Exercised:

Supervises all Peace Corps Volunteers assigned in his/her field.

g. Time Required to Perform Full Range of Duties after entry into the Position:

One Year.

How to Apply:

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

1. A completed application for Employment as a Locally Employed Staff (DS-174). The form must be completed in English. A copy of this form may be obtained by writing to pcguineejobs@gn.peacecorps.gov
2. A resume or C.V.
3. Three professional references.
4. A cover letter
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO;

Attention: Director of Management and Operations

pcguineejobs@gn.peacecorps.gov

Applications will only be accepted by e-mail to pcguineejobs@gn.peacecorps.gov and must be received no later than July 25, 2016 at 00:00 hrs.

The United States Peace Corps is an Equal Opportunity Employer.
