Peace Corps
Jordan

فرق السلام
الاردن

JOB OPPORTUNITY ANNOUNCEMENT

Vacancy Number: **GR 104**

Position Title: **Homestay, PCV Housing & Program & Training Logistics Coordinator (HHLC)**

Opening Date: **Immediate**

Deadline: **July 29th, 2012**

Location: **Amman, Jordan**

Area of Consideration: **All Sources**

The Peace Corps is a governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for over fifty years in more than 135 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people.

Position Summary: The HHLC works closely with the Training Manager, Program Managers, Program & Training Assistants and with the Administrative Unit, Medical (PCMO), and Safety & Security Coordinator (SSC). The incumbent is responsible for coordination of three components related to program & training activities. The Homestay Coordinator identifies communities and Jordanian families where Peace Corps Trainees (PCTs) will live during their pre-service training. The Peace Corps Volunteers (PCVs) Housing Coordinator facilitates the housing identification process and acts as the liaison between the PCVs' landlords and the Admin/GSO unit. The Programming and Training (P&T) Logistics component includes: working closely with the Training Manager to identify, negotiate and secure venues used for program & training activities.

A. Peace Corps Trainee (PCT) Homestay (45%)

- Interviews potential host families and documents family profiles (ages, gender, make-up, facilities in the home, etc.). This includes preliminary judgment on the safety and security of potential host family homes.

- Represents Peace Corps in a positive manner on all occasions, and maintains good public relations with the local community.
- Lays groundwork for community meetings that set the stage for the PST.
- Works with the Safety and Security coordinator to submit a list of families to the local police for security checks and maintains a regular liaison with local authorities.
- Ensures that host family homes fall under the established criteria for acceptable placements such as proximity to transport, training center, health care facilities, etc.
- Evaluates the suitability (friendliness, welcoming nature, reputation/standing in community, etc.) of Homestay families
- Manages day to day issues regarding Homestay families including payment, and, with PST staff, manages issues that may arise between trainees their families.
- Counsels Trainees on their day-to-day interactions with host families.
- Works with the TM to develop standard criteria for choosing Homestay families.
- Assists TM in assessing the needs of the Trainees and host families.
- Provides training guidance and direction to PST staff involved with homestays

B. Peace Corps Volunteer (PCV) Housing (40%)

- Facilitates and coordinates the volunteer housing identification process
- Ensures that PCV housing has been inspected and approved by PC senior staff prior to PCV site visit.
- Monitors that housing identification is performed with utmost thoroughness and efficiency.
- Works with program staff and host agencies to assure PCV housing meet all criteria in the Peace Corps Housing Criteria form. And when it does not records those reasons and works with landlords to have housing meet Peace Corps standards
- Provides orientation to landlords concerning Peace Corps lease requirements
- Acts as a liaison between the landlord and A/VSA (or GSO) on housing issues
- Works with the A/VSA in the preparation of housing leases
- Orients PCVs to the terms of their housing arrangements
- Advises PCVs on cultural communication issues between the PCV and landlord
- Conducts site visit to establish that selected housing meets Peace Corps criteria
- Assists with negotiations of local host agencies and landlords
- Provides orientation about Peace Corps house policies and procedures to of local host agencies and potential landlords
- Facilitates the collection of GPS coordinates and their entry into the VIDA system

C. Programming & Training Logistics (15%)

- The Personal Services Contractor (PSC) will be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to the PST/IST training site, or other locations as directed by the Contracting Officer. The PSC will not be functioning as a procurement official but will be only acting as an intermediary between the Contracting Officer and the vendor. The PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.
- Helps locate PST staff apartments and coordinates payments of Lessor.
- Locates and helps coordinate with local hotels and caterers.
- With the TM, coordinates all local logistics for Swearing –In ceremony, technical trips, Counter-part Conference, Culture night, and other PST events.

- Sources needed training materials as appropriate.
- Delivers payments to utilities for PST center.
- Delivers receipts from the PST to the Admin. Unit
- Drives staff and PCVs as necessary
- Develops and maintains computer records and tracking tools on PCV housing and homestay families

D. Safety and Security responsibilities: **(integrated into other functions)**

- Evaluates home stay sites to ensure conformity to established standards for safety and security of Trainees.
- Ensures host families and local officials are willing and able to provide appropriate support to Trainees.
- Coordinates orientation for host families, including safety and security matters related to Trainees.
- Assists Training Manager and DPT in developing safety and security systems for pre-service training and supports safety and security training objectives, including reinforcing Trainee roles and responsibilities related to personal safety and security.
- Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

E. PC/Jordan Organizational Support: **(integrated into other functions)**

- Actively participates as a professional member of the P&T Unit team and works closely with colleagues on new directions and policies related to programming and training.
- Functions as member of the Staff of PC/Jordan for meetings, discussions, activities, and decisions which concern the relevant country program.
- Attends relevant meetings, seminars and conferences, in Jordan and in other countries. Participates in regional and sub-regional training conferences to maintain/improve training and management skills.
- Advises the PTO and Senior Staff on matters which might affect PC work, productivity, relationships, and effectiveness within PC/Jordan.
- Adheres to Peace Corps policies and guidelines, and advises the PTO and Senior Staff on ways to improve overall operational efficiency and effectiveness.
- Carries out other duties as assigned

Qualifications

- Bachelors level degree in any discipline with three years three years of progressively responsible work experience; or ten years relevant experience
- Cross cultural communication experience
- Fluency, written and oral, in Arabic and English required
- Jordanian driver's license required and clean driving record
- Familiarity with word processing, spreadsheet tools and data management
- Ability to work independently and with teams

Additional Comments:

SECURITY REQUIREMENTS: A background security investigation will be required for all hires. Appointment will be a subject to the applicant's successful completion of a background security investigation and favorable adjudication.

After an initial application screening, the best-qualified applicants will be invited to a testing process and oral interviews.

How to Apply:

1. Pease send a cover letter explaining your interest in the vacancy, CV, two-three references to the address below:

Peace Corps Administration
Jabal Amman, 4th Circle, Ibn Khaldoun St.,
Building # 81, Abu Hassan Trading Center,
Amman, Jordan

Alternatively, you may also email the required documents to hr@jo.peacecorps.gov or fax: 06 461 9351.

2. Applicants should indicate the vacancy announcement number on their application, email subject line, or on the envelope.

3. Due to the volume of applications received, receipt cannot be acknowledged individually.

4. Only applications received before the closing date will be eligible for consideration. Applications and letters, which are inadequate or incomplete, will not be considered. Only applicants selected for interviews will be contacted.