



Position Announcement

The United States Peace Corps program in Kosovo seeks a qualified and motivated candidate for the following full-time position:

Language and Cross-Cultural Coordinator, FSN-6 (€ 12,961.00)

The United Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Kosovo to teach English and to work with Municipalities and NGOs. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on www.peacecorps.gov.

The ***Language and Cross-Cultural Coordinator*** will work as a member of the Programming & Training Unit supporting the entire Peace Corps Kosovo Program. The Language and Cross-Cultural Coordinator will:

- Provide expertise in language and cross-cultural training design and implementation for adult learners;
- Oversee the implementation and smooth operation of the Peace Corps language/cross-cultural training program for its Peace Corps Volunteers and Trainees;
- Establish language training goals and competencies and plans the coursework and main program activities Responsible for directing, monitoring and evaluating Trainee and Volunteer learning and helping training staff prepare and modify sessions, based on learner feedback;
- Design and updates the language/cross-cultural training curricula and schedules;
- Design, implements and supervises the assessment of Volunteer and Trainee language/cross-cultural proficiency and provides regular feedback on progress in learning;
- In collaboration with Director of Programming and Training (DPT), hire Pre-Service Training (PST) staff, develop Statements of Work, and develop Trainings of Trainers and criteria for performance; and
- Collaborate with the Training Manager (TM) in finding appropriate villages and host families for PST.

Mandatory Qualifications

Education: University degree in Language Education, Albanian Literature or Albanian Language.

Professional Work Experience: Minimum 5 years experience working in a language education environment.

Language: Fluent oral and written Albanian and Serbian are required; professional proficiency in oral and written English is also required.

Skills and requirements:

- Strong experience and background working in training and training design or education settings, in particular with adult learners.
- Experience in language materials development and some supervisory experience.
- Evidence of administrative skills and leadership.
- Excellent interpersonal communication and organizational/time management skills.
- Proactive attitude and flexibility.
- Ability and willingness to follow directions and training from supervisors.
- Polite manners, professionalism and sense of discretion under all circumstances.
- Experience working in a cross-cultural setting as a part of an intercultural team.

This position begins as a Grade 6 with an annual salary of €12,961 + benefits.

Important! Applicants must clearly describe or demonstrate how they meet each of the mandatory qualifications. Qualified and interested candidates should send a description of their qualifications and CV by e-mail to kosovopc@peacecorps.gov. The **SUBJECT LINE** of this email **MUST** state: **Application for Language and Cross-cultural Coordinator**. Hard copies of applications will not be accepted.

Closing date: applications must be received ***no later than midnight February 2, 2014 to be considered.*** No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.

The Peace Corps is an equal opportunity employer.