



## Peace Corps Kyrgyz Republic

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# PEACE CORPS KYRGYZ REPUBLIC HEALTH EDUCATION PROGRAM MANAGER

## Statement of Work

### **Health Education Program Manager - Basic function of the position:**

Under the supervision of the Director of Programming and Training (DPT), the Health Education Program Manager (HE PM) provides leadership, oversight and management of Peace Corps Kyrgyz Republic's Health Education Project. The Health Education Program Manager serves as a member of the Programming and Training Unit (PTU) staff, assists in providing training at various Peace Corps training events, and provides the Peace Corps Volunteer (PCV) community and Peace Corps Kyrgyz Republic staff with relevant information related to the various focus areas of the Peace Corps Kyrgyz Republic program.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### **Project Management**

##### **Implementation**

- Keep informed about changes in the Kyrgyzstani educational and health systems as this relates to the Health Education project, and keep PCVs and Host Country Counterparts informed of these changes.
- Represent Peace Corps Kyrgyz Republic in Health Education-related matters and serve as the primary liaison with governmental agencies, non-governmental organizations and international partners.
- With input from PCVs, Kyrgyzstani partners, PTU staff and the DPT, review and update the project plan as needed.
- Explore possibilities for future programming directions.
- Provide guidance and technical assistance to PCV partners and supervisors as needed.

##### **Documentation**

- With the Training Manager and the DPT, oversee the program information provided to Health Education Trainees in the Welcome book.
- In coordination with the DPT, update the Volunteer Assignment Description (VAD) and provide input for the Quarterly Trainee Request Summary.
- Prepare monthly reports, Project Summary Reports (PSRs) and other required program-related reports as requested for Peace Corps Washington.
- Develop articles for Peace Corps publications and provide information for project/program publicity.

##### **Administration**

- Participate in the Integrated Planning and Budgeting System (IPBS) process.
- In coordination with the Country Director, Director of Programming and Training (DPT) and Director of Management and Operations (DMO), participate in budget decisions affecting the HE program.

- In collaboration with the DPT, identify programming and training possibilities and submit appropriate funding requests.
- Maintain Volunteer whereabouts database.
- Act as an interpreter for American staff as needed.
- Provide other services as required by the DPT to maintain the smooth, safe, and efficient operation of the Programming and Training Unit.

### **Site Development**

- Work with relevant staff, PCVs, government officials and others to identify potential site placements.
- Inspect and approve the housing options identified by the potential host agency partners.
- Prepare all relevant site documentation and place in site development and site history files.
- With TM, DPT, PCMO and CD input, assign Trainees to sites.

### **Site Visits**

- Plan and conduct site visits to new Volunteers within the first 3 months at site and other PCVs at least annually throughout their service.
- Observe Volunteers' work activities and provide coaching and feedback to improve effectiveness.
- As needed, assist Volunteers to establish good working relationships with partners and to resolve problems with host families.
- Monitor and evaluate HE Volunteers' work.

### **Materials and Resource Development**

- Develop and revise HE program materials and resources as needed.
- In coordination with the Language and Cross-Culture Coordinator, identify, purchase and/or order materials for use by PCVs and Counterparts.
- Provide technical assistance and guidance to Volunteers working on resource material development projects.

### **Professional Development**

- Participate in training activities provided to PC staff.
- Consult with DPT regarding program management and support of Volunteers as needed.
- Stay abreast of Health Education trends and directions in the Kyrgyz Republic and with Peace Corps worldwide.
- Provide guidance to the Program and Training Assistant(s).

### **Training**

#### **Pre-Service Training (PST)**

- In collaboration with the Training Manager, design, oversee and evaluate the PST HE technical component curriculum.
- Facilitate technical sessions during the PST for the HE project.
- Together with the Training Manager and the DPT, supervise the HE Technical Coordinator.
- In collaboration with the TM, identify HE trainers and guest speakers, as needed.
- Work with the DPT, Training Manager, Language and Cross-Culture Coordinator and other PST staff to promote the integration of the various PST components.
- Provide on-going informal and periodic formal feedback to HE Trainees.
- Provide on-going informal and periodic formal feedback to HE Technical Coordinator.
- In collaboration with the Training Manager, design, prepare and implement the HE aspect of the Site Team Conference.
- In collaboration with the Training Manager, prepare sites for the Trainees' site visits.

### **In-Service Training**

- In collaboration with the Training Manager, support PCVs and Counterparts in their professional development by developing appropriate In-Service Trainings and other technical workshops.
- Actively participate and conduct sessions during the various In-Service Trainings, workshops and the Close of Service Conferences.

### **Volunteer Support**

- Serve as the main point of contact for Volunteers concerning all aspects of the HE project.
- Assist Volunteers to develop realistic expectations about their role and work in the Kyrgyz Republic.
- Assist Volunteers in resolving issues related to work and life in the Kyrgyz Republic.
- Provide technical support, oversight and guidance to Volunteers and their partners.
- Maintain site history and Volunteer files that include information regarding housing, work progress, primary job and Volunteer-initiated projects.
- Maintain prompt and responsive correspondence and other communication with Volunteers.
- Provide written references for Volunteers, as requested.

### **Safety and Security**

- Develop Volunteer sites according to Peace Corps' worldwide and post-specific safety and security standards.
- Become familiar with and abide by post's Emergency Action Plan (EAP), incident reporting, and other post-specific protocols.
- Become familiar with and abide by Peace Corps manual sections related to PCV safety and security, such as MS 270 and MS 350.
- Collect and update Volunteer Site Locator Forms.
- Contact assigned Volunteers during EAP tests or emergencies.
- Immediately inform the Peace Corps receptionist of any updates to PCV site address information.
- Assure that PCVs stay in compliance with Post's notification policies when away from site.
- Act periodically as Duty Officer.
- Assure that PCVs and their sites are in compliance with MS270.
- Attend Duty Officer and other S&S trainings.

### **POSITION ELEMENTS:**

- *Supervision Received:* Exercise full responsibility in daily operations within broad guidelines provided by the DPT. For new, difficult or unusual tasks, supervisor gives specific directions on objectives and procedures. Supervisor reviews finished work for accuracy, effectiveness and timeliness.
- *Available Guidelines:* Peace Corps manuals, supervisor instructions, standard forms and guidance from Peace Corps Headquarters.
- *Exercise of Judgment:* The incumbent must be able to function independently in the area of site development and visits, the preparation of PST and IST materials and Volunteer supervision and support.
- *Authority to Make Commitments:* None in the area of budgeting and contracting. Has the authority to make decisions that directly affect program development.
- *Nature and Level of Purpose of Contact:* Government officials, Peace Corps Washington, PTU personnel, local and US-based Training experts, Training Staff, Peace Corps office staff, Volunteers and Trainees.

Last updated 18 September 2011