



VACANCY ANNOUNCEMENT – PEACE CORPS LIBERIA

**TEMPORARY POSITION: TECHNICAL TRAINERS – MATH, PHYSICS, CHEMISTRY, BIOLOGY,
ENGLISH**

CLOSING DATE: April 5, 2013

POSITION CONTRACT DATES: Mid-May to August 2013

LOCATION: Liberia (Kakata & Monrovia)

Under the general direction of the Program Assistant (PA), the Technical Trainer (TT) is responsible for the planning, delivery, and evaluation of the technical training activities of Peace Corps Trainees (PCTs), specifically in the subject areas advertised. The TT assists in the development of learning materials, including the weekly writing and revision of session plans as needed. The TT conducts learning activities both in and outside of the classroom using the techniques, methods and training materials developed with and provided by Peace Corps Liberia. The TT serves as a cultural model and “guide” for PCTs within the community, leading by example and through instruction the norms of behavior, dress, customs, etc. On a regular basis, the TT advises the PA, Training Manager (TM) and programming staff on the PCTs’ progress and overall performance in the training program and provides additional support to PCTs as agreed upon.

Qualifications – Required, unless noted otherwise

- 1) **Education and Languages:** Bachelor’s Degree in Math, Physics, Chemistry, Biology, English, or Education, Ability to speak and write in English at a professional level
- 2) **Prior Work Experience:** Five or more years of experience in teaching a particular subject area (Math, Physics, Chemistry, Biology, English) in the Liberian school system. Experience in the development and evaluation of technical learning materials. Experience with or exposure to American organization and/or culture, Preferred experience with participatory and adult learner teaching techniques.
- 3) **Job Knowledge:** Knowledge of adult learning and participatory/communicative teaching techniques. Knowledge of Liberia curriculum for Mathematics, Physics, Chemistry, Biology, or English. Knowledge of the Peace Corps mission and goals and the role of the Peace Corps Volunteer.
- 4) **Skills and Abilities:** Ability to design and deliver technical training in formal and non-formal instructional classes, simulation activities, and out-of-classroom tasks. Ability to monitor a learner’s progress and provide constructive feedback. Ability to communicate effectively with the level of students being taught in order to retain their interest and motivation, and to assist them in developing their skills. Ability to provide appropriate and timely counseling and feedback to adults. Ability to provide support in the areas of safety and cultural integration to adult American Volunteers Strong interpersonal skills and ability to work on a diverse team. Computer skills in Microsoft Word. Ability to prepare precise, accurate and timely report. Able and willing to work in Kakata, Margibi County and Monrovia from mid-May to August 2013 Able and willing to work on evenings and weekends if needed.

Application Deadline: April 5, 2013. To apply: Required Documentation for Application. 1) Cover Letter addressing candidate’s qualifications for the position. 2) A resume or curriculum vitae. 3) Copy of diploma. 4) The names and contact information for 3 references who can attest to work experience and interpersonal skills.

Please note: Only individuals selected for an interview will be contacted. Interviewees must be able to participate in a 2 day demonstration interview process. Interviewees must provide documentation of diplomas, certificates, etc. at the interview. All experience, skills, qualifications, and references will be verified. Employment is contingent on a favorable security background check

Submit applications: Electronically to pcjobs@lr.peacecorps.gov. Paper copy may be delivered to the Peace Corps Office, on Old Road behind the Cuttington University Graduate School in Monrovia. **No calls accepted.**



VACANCY ANNOUNCEMENT- PEACE CORPS LIBERIA

PART-TIME POSITION: LANGUAGE AND CROSS-CULTURAL FACILITATORS (LCFs)

CLOSING DATE: April 5, 2013

POSITION CONTRACT DATES: June to August, 2013

LOCATION: Liberia (Monrovia & Kakata)

Under the general direction of the Training Manager (TM), the Language and Cross-Cultural Facilitator (LCF) is responsible for the planning, delivery, and evaluation of the daily language learning activities of Peace Corps Trainees (PCTs). The LCF assists in the development of language learning materials, including the weekly writing and revision of session plans as needed. The LCF conducts language learning activities both in and outside of the classroom using the techniques, methods and training materials developed and provided by Peace Corps Liberia. The LCF assists with the design and delivery of the cross-cultural training for PCTs and serves as a cultural model and “guide” for them within the community, leading by example and through instruction the norms of behavior, dress, customs, etc. On a regular basis, the LCF advises the TM on PCTs’ progress in language acquisition, ability to interact within and adapt to a new cultural context, and overall performance in the training program. The LCF makes recommendations when PCT progress is not adequate and provides additional support to PCTs as agreed upon.

Qualifications – Required, unless noted otherwise

1) Education: High School Diploma required; Prefer WAEC Certificate and Teacher Certificate and/or Bachelor’s Degree in education, linguistics, or related field.

2) Languages: Ability to speak & write in English at a professional level. Speak & write Liberian English & at least one other Liberian Language

3) Prior Work Experience: Two to three years of experience in the design and delivery of language learning activities that gain and hold learners’ interest and provide for solid language acquisition. Experience in the development and evaluation of language learning materials. Experience with or exposure to American organization and/or culture. Preferred experience as a Peace Corps Language and Cultural Instructor/Facilitator. Preferred experience with participatory and adult learner teaching techniques.

3) Job Knowledge: Knowledge of adult learning and participatory/communicative teaching techniques. Knowledge of Liberia history, culture, languages, and social norms within different communities. Knowledge of the Peace Corps mission and goals and the role of the Peace Corps Volunteer.

4) Skills and Abilities: Ability to design and deliver language learning activities including formal and non-formal instructional classes, simulation activities, and out-of-classroom language tasks. Ability to monitor a learner’s progress and provide constructive feedback. Ability to communicate effectively with the level of students being taught in order to retain their interest and motivation, and to assist them in developing their language skills. Ability to provide appropriate and timely counseling and feedback to adults. Ability to provide support in the areas of safety and cultural integration to adult American Volunteers. Strong interpersonal skills and ability to work on a diverse team. Advanced computer skills (Microsoft Office Applications). Ability to prepare precise, accurate and timely report. LCFs should be able and willing to work in Monrovia and Kakata from June – August 2013. Able and willing to work on weekends.

Application Deadline: April 5, 2013. To apply: Required Documentation for Application. 1) Cover Letter addressing candidate’s qualifications for the position. 2) A resume or curriculum vitae. 3) The names and contact information for 3 references who can attest to work experience and interpersonal skills.

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VACANCY ANNOUNCEMENT
PART-TIME POSITION: LOGISTICAL COORDINATOR
CLOSING DATE: April 5, 2013
POSITION CONTRACT DATES: June to August, 2013
LOCATION: Liberia (Monrovia & Kakata)

The Logistics Coordinator will be responsible for ensuring that all logistical systems and arrangements are in place for the successful implementation of the PST. She/he will provide a link between the training site and the PC office. The Logistics Coordinator will be expected to participate in all Training of Trainers workshops to prepare for and understand PST.

General Tasks:

Identify & meet all logistical needs, put in place all logistical and administrative arrangements before training begin, manage problems, making decisions and following through. Maintain documentation, participate in meetings, and submit reports.

Procurement: Purchase supplies, record expenditures, follow administrative policies.

Property Management: Establish and control inventory, establish a sign-out system.

Logistics: Set up office, ensure equipment is working and supplies are available. Participate in activities, arrange transportation and lodging, home stays, meals, model school, site visits, workshops, etc. Store materials at end of training and maintain time sheets. Monitor & evaluate.

Deliverables

The Logistics Coordinator is responsible for submitting:

One Mid and final written PST report for Logistics that includes inventory lists (equipment & materials), expenses, Training Week cost, summary of the evaluations and recommendations for future training.

Submit Logistic preparation report to Training Manager along with anticipated PST events, supplies cost. etc...

Direct Supervisor: The Logistics Coordinator will report directly to, and will be evaluated by the Training Manager during the PST.

Qualifications- Required unless otherwise noted:

- 1) Education: High school diploma or Advance Degree
- 2) Languages: Fluent (oral and written) in English,
- 3) Prior Work Experience: At least five years life/work experience in Liberia (Prior experience at a planning and management level)
- 4) Job Knowledge: Computer literate (Word, Excel, Database...)
- 5) Skills and Abilities: Good communication and interpersonal skills

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PERSONAL SERVICES CONTRACTOR (PSC) VACANCY ANNOUNCEMENT
POSITION: Language and Cross-Cultural Coordinator (LCC)
APPLICATION CLOSING DATE: April 5, 2013
WORK HOURS: 44 hours/week Full Time

Under the general supervision of the Programming & Training Officer and Training Manager, the LCC provides for the overall planning, implementation, management, and evaluation of all language and cross-cultural learning by Peace Corps Trainees (PCTs) and Volunteers (PCVs). The functions include integrating language learning into pre-service and in-service training programs; overseeing the development of language learning methods and materials; recruiting, hiring, training and managing Language and Cross-Cultural Facilitators (LCFs); managing the PCV language tutoring program; and reporting on language learning events. Similarly, cross-cultural sessions are developed for all training events. The LCC works with the programming, training, administrative, safety and medical staff members to ensure the consideration of language and culture into all aspects of Peace Corps programming and training. During training events, the LCC oversees a team of Liberian Language and Cross-Cultural Facilitators (LCFs). The LCC will provide ongoing support and feedback to PCTs/PCVs, LCFs, and tutors. Posting outside of Monrovia for extended periods of time is required.

Qualifications- Required unless otherwise noted:

- 1) Education: Minimum of Higher Teacher Certificate and/or Bachelor's Degree in adult training, linguistics, education, or related development field. Preferred Master's Degree in adult training, linguistics, or related development field.
- 2) Languages: Ability to speak and write in English at a professional level. Ability to speak Liberian English and at least one other Local Liberian Language
- 3) Prior Work Experience: 4 years or more of progressively responsible experience in relevant field, including practical experience as an adult educator, training coordinator, and/or community outreach or development specialist. 2 years experience in managing a team. 2 years of experience in the design and delivery of language learning activities that gain and hold learners' interest and provide for solid language acquisition. Experience in the development and evaluation of language learning materials. Experience with participatory and adult learner teaching techniques. Experience with or exposure to American organizations and/or culture. Preferred experience as a Peace Corps Language and Cross-Cultural Instructor/Facilitator. Preferred experience in the monitoring and evaluation of training programs
- 4) Job Knowledge: Expert knowledge in the areas of adult education/learning and training, including participatory and communicative teaching techniques. Knowledge of Liberian history, culture, languages, and social norms within different communities. Knowledge of the Peace Corps mission and goals and the role of the Peace Corps Volunteer. Preferred knowledge of Liberian laws and regulations.
- 5) Skills and Abilities: Advanced computer skills (Microsoft Office Applications) including ability to use indigenous characters. Ability to design and deliver language learning activities including formal and non-formal instructional classes, simulation activities, and out-of-classroom language tasks. Ability to teach/explain linguistic principles and concepts, grammar, and syntactical structures. Ability to monitor a learner's progress and provide constructive feedback. Ability to provide support in the areas of safety and cultural integration to adult American Volunteers. Strong interpersonal skills to work effectively on a culturally diverse team. Demonstrated leadership, conflict negotiation skills, and coaching ability in order to lead a team. Ability to provide appropriate and timely counseling and feedback to adults, both Americans and Liberians. Analytical and problem solving skills, flexibility, and creativity to work in a multiple task environment. Ability to prepare precise, accurate and timely report. Proven presentation and training skills for adults. Able and willing to live and work at the training center, outside of Monrovia, for four (4) consecutive months out of every year and for occasional one to two weeks training events (normally 2-3 each year). Able and willing to work in the evenings and on weekends. Valid driver's license (prior to employment start date) and ability to drive is preferred.

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