



## Regional Manager

### Job Summary:

As the supervisor of the Volunteer, the RM provides assistance with community integration, host family assimilation and guidance in self-sufficiency. The Regional Manager is responsible for all Volunteers within their specified geographic region of the Philippines. Over the two years of Peace Corps service, the Volunteer will have the most contact with their Regional Manager. The Regional Manager is also responsible for identifying Volunteer worksites in conjunction with the Sector Manager.

### Responsibilities:

- Acts as the primary point of contact for Volunteers. Assists Volunteers in addressing various issues, or escalates issues to appropriate PC staff as necessary or appropriate.
- Maintains effective contact with Peace Corps volunteers resulting in a comprehensive and up to date knowledge of their individual work situations, community relations, achievements, problems and support needs.
- Ensures Volunteer compliance with Peace Corps policies and takes corrective action when policies are violated.
- Provides personal and professional support to volunteers, and assists and advises in resolution of disputes between Volunteers and site partners.
- Identifies and develops Volunteer work sites in conjunction with the Sector Manager with an emphasis on sites that offer full-time, productive work; community involvement; cultural learning and integration; and safety and security.
- Organizes and conducts training, performance assessments, counseling, and other skill-building opportunities.
- Ensures that Volunteers are timely and in full compliance with periodic reporting responsibilities.
- Represents the Peace Corps program by initiating, building and maintaining close relationships with relevant national, regional and local government offices; non-governmental organizations; and other organizations and institutions either currently hosting Peace Corps volunteers or indicating a potential for hosting volunteers in the future.
- Prepares, in English, a high professional level of documentation including proposals, project reports, project assessments, business communications, and other narrative texts.
- Undertakes other projects and actions in support of the Peace Corps Philippines program.

### Required Qualifications:

- At least 5 year(s) of working experience in the related field is required for this position.
- Bachelor's degree required, graduate degree strongly preferred in counseling, international relations, development or related fields.
- Education, training or experience in counseling, mentoring, and leading teams.
- Ability to maintain high levels of professionalism and confidentiality.



- Self motivated, adaptable to changing situations, and has a strong ability to prioritize.
- Ability to work independently and as part of a team.
- Willingness to travel extensively and frequently throughout the Philippines, up to 60% of time.
- High level skills in planning, organizing, development and management; networking; public speaking; and public relations.
- Ability to communicate successfully (correctly and concisely), both oral and written, in English and Tagalog, across multiple levels of contacts. Ability to speak multiple Philippine languages a plus.
- High level ability in research, data collection, and assessment.
- Practical abilities in the use of MS Office (Outlook, Word, Excel, Power Point), the Internet. Familiarity with data management software a plus.
- Background or familiarity with the people, programs, organizations and policies related to educational, environmental, and at-risk youth work in the Philippines a plus.
- Successful experience working with international organizations a plus.
- Previous experience working closely with people from diverse cultures, backgrounds, and perspectives (strongly preferred).

**Salary:**

Php 708,111/annum (Starting salary), can be negotiated commensurate with experience and salary history.

**Benefits:**

Medical Insurance, Life Insurance, Retirement Plan, Mid-Year and Annual Bonuses.

**How to Apply:**

Interested applicants for this position should submit the following for consideration of the application:

1. A cover letter stating why you are qualified for this position and specifically addressing the following points:
  - a. Your experience in managing and mentoring individuals to help them achieve success.
  - b. Your ability to work independently and as part of a team, and any leadership experience that you may have.
  - c. Your experience in networking, alliance building, and public relations.
2. A current resume or curriculum vitae with a recent picture
3. Any other documentation (e.g. references, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position.

Submit application to ( [vacancy@ph.peacecorps.gov](mailto:vacancy@ph.peacecorps.gov))

**Closing Date For This Position: October 10, 2010**