



# US Peace Corps Philippines

**The United State Peace Corps program in the Philippines seeks qualified candidates for the position of:**

## **SECTOR MANAGER- Coastal Resource Management (Code: SM-CRM)**

Seeking a skilled senior manager with a passion for service and a belief in the power of grass-roots community development work. The Sector Manager (SM) will join an established and dedicated staff committed to serving Filipino communities through collaboration between American volunteers and Filipino counterparts. The successful SM for Coastal Resource Management (CRM) is a leader with excellent project management skills, strong professional networks in the environmental field and will have enthusiasm for mentoring diverse Americans on how to successfully serve as development workers at the community level in the Philippines.

*US Peace Corps was established in 1961 by President John F. Kennedy. It is a US government agency devoted to world peace and friendship. The first batch of Volunteers came to the Philippines in 1961. Since that time, more than 8000 Peace Corps Volunteers (PCVs) have served in the Philippines where they currently work in the fields of Education, Coastal Resource Management and Youth Development.*

### **BASIC FUNCTION OF POSITION**

Under the supervision of the Director of Programming and Training, The Sector Manager is responsible for providing direct technical support to 40-60 Environmental Volunteers per year and for establishing and strengthening partnerships with local, provincial, regional and national partners in the Environment field, specifically Coastal Resource Management. The SM CRM is the primary project manager for PC Philippine's Environmental program, leading project development, implementation, and monitoring and evaluation. S/he leads ongoing job site development and field support for up to 60 local partners \* and their respective PCVs yearly. S/he guides technical training and provides hand-on support, primarily in grass-roots development as related to coastal and/or marine issues confronting communities; and gives ongoing field support to PCVs deployed across the country. The successful candidate will be a passionate team player and a skilled intercultural communicator. An enjoyment of field work is a must – extensive travel throughout the Philippines required.

*\*local partners may include local government units, non-governmental organizations, academic and research institutions, government line agencies, resource management councils or committees that provide CRM services to coastal communities.*

## **Responsibilities:**

### **Project Management (35%)**

- Identifies and evaluates placement sites for Volunteers, and recommends sites that meet the criteria for Volunteer placement.
- Implements Education project framework and corresponding goals, objectives, activities and outcomes that respond to current and pressing needs in the Philippines.
- Analyzes Volunteer and Host Country Agency feedback and reports (i.e., quarter/periodic reports, meetings with supervisors and counterparts, network meetings), and provides appropriate recommendations for project technical support and direction.
- Convenes the Project Advisory Committee that provides strategic guidance to the development and implementation of the project.
- 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.

### **Volunteer Support (35%)**

- Carries out continuous Volunteer job performance assessments, and provides ongoing technical advice and coaching as appropriate.
- In strong partnership with fellow managers, assists in the resolution of Volunteers' challenges related, but not limited to their jobs.
- Travels regularly and extensively throughout the country visiting Volunteers and partners, observing their work, and establishing and maintaining working relationships with regional and local networks.

### **Training (25%)**

- Designs and oversees delivery of technical training for CRM Project Trainees and Volunteers.
- Through continuous monitoring and evaluation of trainings and Volunteer performance, ensures that Trainees and Volunteers have the necessary knowledge and skills to complete their assignments successfully.
- Identifies appropriate human and material resources for the technical training components of pre-service and in-service training programs.
- Analyzes Volunteer and Trainee informal feedback in direct contacts and from survey responses to improve and augment training content and materials.
- Works closely with the Training Manager and Training staff to ensure the overall integrity of the technical training component and complementarities with other training components.

### **Support for Country Program (5%)**

- On a continuing basis, develops and updates the Project to serve the current needs of the Philippines based on analyses of problems and formulation of appropriate goals and objectives.
- Strives for exemplary communication and teamwork with all members of the Peace Corps office team, particularly with fellow program managers concerning site identification and development before placement of Volunteers and thereafter concerning programmatic issues.
- Assists in the discharge of fiscal responsibilities, budget preparations, and submissions, and maintenance of budgetary controls as requested by the Admin team. Makes plans based on the

understanding that Peace Corps budget allocations for his/her area of responsibility result from established program plans.

- Initiates and maintains close liaison with relevant Philippines Government Departments; other Government offices at the national, regional, and local levels; and other organizations working in related fields. Maintains lines of communication and correspondence (in host country official language(s) if appropriate) with host government and host agency officials.
- Performs other duties as assigned by the Country Director and/or Director of Programming and Training and in cooperation with the Regional Managers, fellow Sector Managers, Training Manager, the Director of Management and Operations, the Safety and Security coordinator, the Medical Officers and other colleagues.
- With Safety and Security Duties
- May have supervisory duties.

### **Inherently Governmental Function (IGF):**

**May be designated a sub-cashier.** (Designated by the Chief Financial Officer)

Responsibilities as a sub-cashier include performing limited cash disbursements as directed by the DMO, proper disbursing and collecting of funds, proper accounting for funds advanced, safeguarding funds advanced, and accepting personal responsibility and financial liability for funds after successful completion of the requisite training for performing sub-cashier duties. **(See MS 760 and OFMH 13)**

## **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- Education:**  
Bachelor's degree in **education** or **related field** required; graduate degree strongly preferred in **environmental studies, community development or related field**.
- Prior Work Experience:**
  - At least 7 years related work experience
  - Strong background and familiarity with the people, programs, organizations and policies related to environment/coastal and/or marine issues in the Philippines.
  - An established professional network within the environmental and/or CRM sector of the Philippines.
  - Experience in environmental education and community development required. Specific focus on coastal and /or marine issues confronting communities preferred.
  - Experience in training design and evaluation
  - Strong experience in coaching, mentoring, and leading teams.
  - Successful experience working with international organizations or groups, a plus.
  - Strong experience and demonstrated passion for working closely with people from diverse cultures, backgrounds, and perspectives required.
- Language Proficiency:**
  - Level 4 fluency in English and Filipino (Tagalog).
  - Ability to speak multiple Philippine languages a plus.
- Job Knowledge:**  
Refer to Job description

e. **Skills and Abilities:**

- Ability to communicate at a high level (both oral and written) in English and Tagalog, across multiple levels of contacts. Ability to speak multiple Philippine languages a plus.
  - High level skills in project planning, organizing, development and management; networking; public speaking; and communications.
  - High level ability in research and data assessment.
  - Ability to maintain high levels of professionalism and confidentiality
  - With high emotional intelligence
  - Ability to both receive and give feedback, to work independently and as part of a team.
  - Willingness to travel extensively and frequently throughout the Philippines, up to 60% of time.
- 
- Practical abilities in the use of MS Office (Outlook, Word, Excel, Power Point), the Internet.
  - Familiarity with data management software a plus.

**SALARY AND BENEFITS:**

- Salary and benefits based on US Embassy Local Compensation Plan
- Bonus of 17.33% of annual basic salary
- Medical/Hospital benefits patterned on US Embassy benefits program
- Overseas training opportunities sponsored by Peace Corps

**PROCEDURES FOR APPLICATION:**

**Interested applicants for this position must submit a cover letter and a comprehensive resume (CV) via email (in MS Word or PDF format of not more than 10MB) to [vacancy@ph.peacecorps.gov](mailto:vacancy@ph.peacecorps.gov).**

**Applications will be received until 12nn January 17, 2014.**

**Only applicants who satisfactorily meet the requirements will be contacted.**

**All necessary information has been provided in this announcement, henceforth no phone inquiries will be entertained. Thank you.**