



Peace Corps – NEPAL

VACANCY ANNOUNCEMENT (Announcement Number: 15-004)

OPEN TO: All Interested Candidates
POSITION: Program Coordinator (PC), Personal Services Contractor

OPENING DATE: **March 19, 2015**
CLOSING DATE: **April 9, 2015**
WORK HOURS: Full-time; 40 hours/week

The Peace Corps is a U.S. governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for over fifty years in 139 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people. (see www.peacecorps.gov for additional information)

Peace Corps Nepal places American Volunteers in two-year assignments in rural villages across the country. Peace Corps is seeking experienced and qualified applicants for the full time contracted position of Program Coordinator (PC).

BASIC FUNCTION OF THE POSITION:

Under the supervision of the Program Manager (PM) and the supervision of the Director of Programming and Training (DPT), the role of the Program Coordinator (PC) is to assist the PM in both the programming and administration of the Peace Corps project. PC with Training staff plans and delivers training sessions during Project Design and Management Workshop. The PC also manages the Peace Corps Grants Online system and acts as a backup role for administration of volunteer records in the Peace Corps volunteer information database application (VIDA), and the Volunteer Reporting Tool (VRT) in absence of PM or Regional Managers. The PC also manages the Information Resource Center (IRC) and the PC/Nepal Small Grants Program and serves as a backup Safety and Security Manager (SSM)

REQUIRED QUALIFICATIONS:

1. Bachelor's Degree.
2. At least three years' experience, specifically in support of program activities.
3. Proficiency in the use MS Office applications (Word, Excel, Powerpoint, etc.), Outlook and internet, Proficiency in database management is desired.
4. Knowledge of online resources and experience in conducting research, data collection, monitoring, and evaluation.

5. Fluency in English and Nepali, both spoken and written.
6. Ability to plan and deliver technical training sessions.
7. Ability to communicate and establish working relationships with key contacts across levels.
8. General knowledge of project management including budgeting, event organizing, and building partnerships with stakeholders. Understanding of volunteerism and its role in development, development issues and policies, and general knowledge of the organizations involved in development in Nepal.
9. Ability to travel within Nepal, by themselves, for long durations and under difficult conditions.

PREFERRED QUALIFICATIONS:

1. Experience working in a multi-cultural environment is strongly preferred.
2. Background in the sectors/areas that PC/Nepal is involved in (Nutrition and Agriculture) is also strongly preferred.

MAJOR DUTIES AND RESPONSIBILITIES

Small Grants Coordinator (30%)

The coordinator serves as the primary grant program contact at post for Volunteers, other post staff, and Peace Corps/headquarters grant program support staff. The Grants Coordinator is responsible for the day-to-day administration of grant projects at post. The coordinator is responsible for understanding program requirements and guidance and for ensuring that the post's policies, procedures, and approved grants are consistent with such guidance, including the following.

- Grant program management and oversight
- Seeking and allocating funds
- Working with funding partners/donors
- Financial management of grant funds
- Orienting and training Volunteers
- Project design
- Project review and approval.
- Project implementation
- Project tracking and monitoring
- Reporting and closeout
- Program learning and evaluation

Support to the Program and Training Team (20%)

- Provides support to the Director of Programming and Training for ad hoc tasks related to the Peace Corps/Nepal Programming and Training Team.
- Provides guidance to Trainees, Staff, and Volunteers regarding the Peace Corps Manual and Volunteer Handbook regulations and policies, and administrative notices for the purpose of updating them on new regulations and administrative procedures.
- Serves as liaison for visiting program staff or Peace Corps program consultants by coordinating travel plans, preparing briefing packets, arranging for hotel reservations, etc.

- Prepares information packages for distribution of pertinent printed materials for outreach, meetings and correspondence (Peace Corps Volunteer (PCV) site packets, site identification packets, general information about PC/Nepal, etc.).
- Establishes and maintains Program files.
- Collaborates with other staff to organize, plan and provide logistics and administrative support for training-related events, and participates in those events as a facilitator (when appropriate).
- Networks with other volunteer sending organization for purpose of collaboration and resource sharing.
- Works with Project Advisory Committee to promote "International Days".
- Creates, updates, and maintains PCV information in Program Files, VIDA and VRT when required;

Information Resources Manager (30%)

- Identifies new resources hard and electronic for knowledge sharing.
- Assists Volunteers and staff with guidance to Peace Corps and non-Peace Corps resources and other information as needed, and pro-actively promotes resources to PCVs and staff.
- Catalogs and organizes materials in the IRC. Creates and/or manages an IRC Catalog database and lending records to inventory and facilitate access to resources.
- Manage the physical IRC space and develops and implements an action plan to improve electronic resources and promote the effectiveness, range and quality of services available through the IRC.
- Collaborates with PC/ Nepal staff to identify and order books and audio-visual materials from ICE (Information, Collection and Exchange) as well as non-ICE resources.
- Works with Programming and Training staff to coordinate the return and re-use of Peace Corps printed resources from Volunteers who are Closing of Service (COS)
- Utilizes technology appropriately to enhance the IRC.
- Coordinates an IRC Committee (if applicable).
- Networks with external libraries/organizations for access to additional resources.

Volunteer Safety and Security and Back-up Safety and Security Manager (20%)

- Identifies and communicates Volunteer safety and security concerns or issues to the Safety and Security Manager (SSM) and the Country Director.
- Ensures designated host country counterparts participate in counterpart orientation/training and are prepared to work with and support Volunteers, including their role in Volunteer safety and security.
- Maintains communication with each Volunteer and solicits periodic feedback, including information about Volunteer safety and security.
- Maintains a calendar of Volunteer site visits, and completes appropriate number of site visits to assess Volunteer progress, safety and security, and to provide technical guidance and moral support.

- Monitors Volunteer compliance with Peace Corps policies, especially related to safety and security, and initiates corrective action as necessary.
- Participates in the design and implementation of the Emergency Action Plan (EAP).
- Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
- Acts as back-up SSM

In absence of SSM (annual leave 27 working days + weekends), field visit-approx. 60 days- partial support), PC will be a backup SSM, whose responsibility will be required to be able to respond 24/7.

- Take in charge of SSM blackberry during annual leave, and respond when required and be contact person in their absence.
- Providing immediate, direct, and follow up support to a PCV in the event of an incident or security situation, as directed by the CD;
- Support SSM in the event of multiple PCV related safety and security incidents.
- Inserting and maintaining an orderly system for collecting, compiling, pertinent safety and security incidents where PCV are operating by monitoring, and scanning national newspaper, website, situation reports.
- Travel warnings and policies (including Post travel/transportation policies);
- Notices to staff and Volunteers about security concerns, visiting PCVs; and PC Staff
- Update any communication with PCV in VIDA, under communication tab.
- Represent SSM in internal meetings (senior staff, PCV concerns).
- Be in touch with Peace Corps Safety and Security Officer (PCSSO) and the Regional Security Advisor (RSA) if required.

• .
TO APPLY:

The United States Peace Corps is an Equal Opportunity Employer. Interested candidates should submit their CV and a cover letter (in English) addressing how they meet the qualification requirements detailed above, by email to: nepaljobs@peacecorps.gov or to P.O.Box No. 15150. If you have difficulty submitting your application, please call the Peace Corps office at (01)-401-6027. Only qualified candidates who are selected for tests and possible interviews will be contacted. Applications must be received by April 9, 2015 at 5 PM.