



Peace Corps – NEPAL

Limited-term Contract Statement of Work (SOW)

Position Title: Pre-Service Training Senior Language and Culture Facilitator (SLCF)

Work Hours: Full time +. This is a limited-term (August to November) contract position.

Position Summary: Under the direct supervision of the Training Manager (TM), the SLCF together with the Training Coordinator (TC), is responsible for planning, coordination, integration, implementation and evaluation of the Language and Cross-Culture training during the Pre-Service Training (PST). Designs and facilitates Cultural sessions, conduct Nepali language classes when required, Provide guidance and support to PCTs and LCFs regularly. S LCF will be required to follow a six-day work week and work during holidays.

REQUIRED QUALIFICATIONS:

Required qualification:

- University Bachelors degree in any discipline
- Good command in written and spoken English.
- At least two training experience as Peace Corps Language and Cultural Facilitator.
- Sound knowledge of Nepali language, culture, tradition/values/customs and practices of Nepal and the ethnic diversity.
- Must have training session facilitation experience
- Must have Computer skills, proficiency in Microsoft Office (word, outlook, excel PowerPoint etc.
- Must be willing to live with a Nepali family at the Training site (outside of Kathmandu) for 13 to 15 weeks

DESIRED QUALIFICATIONS:

A thorough and practical understanding of Peace Corps training program and approach

MAJOR DUTIES AND RESPONSIBILITIES

1. Assists and works with language coordinator in planning and implementing language/cross culture TOT. Facilitates Training of Trainers (TOT) for LCFs prior to PST
2. Actively participates in the Pre-Service Training (PST) Training of Trainers (TOT) for Language and Culture Facilitators (LCFs) conducted prior to Peace Corps PCTs' (PCTs) arrival.
3. Builds teamwork among fellow training staff, PCTs and supports PC/Nepal staff and training team efforts and decisions.



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4. Serves as a substitute LCF whenever needed.
5. Provide proactive guidance to LCFs in planning language learning activities, reviews lesson plans on a regular basis and assists in developing language lesson plans incorporating different methods and activities.
6. Teach /Co-teach language classes at cluster sites, making appropriate lesson modifications based upon the learning needs of the PCTs and feedback received from them, paying particular attention to meeting the learning needs of adults.
7. Collects/compiles all lesson plans, language/cultural materials and other documents and submits to the Training Coordinator for future use.
8. Develops Nepali Language and Cross-Culture assignments for PCTs to perform at their PST sites and follows up the assignments.
9. Helps PCTs to develop cross-cultural knowledge and skills by clarifying their questions/interpretation re Nepali culture and practices/behaviors.
10. Facilitates cross-culture training sessions in small groups at different cluster sites
11. Ensures that community activities are planned and implemented at their cluster site
12. Prepares all necessary materials, handouts, visuals, activities, worksheets that are required for the language and cultural training under the guidance of the Training Coordinator
13. Visits PCTs' cluster sites, observe language classes and provide onsite support and guidance to PCTs and LCFs
14. Collaborates through the TC with the Training Administrative Assistant for any necessary reproduction or purchase of training materials
15. Coordinates with all other component trainers to effectively integrate safety, health, technical components into language and cross-cultural training
16. Monitors and evaluates individual PCTs. Provides timely and regular feedback to PCTs regarding their progress in language acquisition and cultural understanding.
17. Maintains open communication with the PCTs and staff throughout the PST.



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18. Participates fully in the assessment of the PCTs' progress in fulfilling the technical training objectives and in evaluating the appropriateness of behaviors and attitudes to become a PCV.
19. Provides support to PCTs on technical and cross-cultural/community activities and during technical practicum. Participates in field trips and integrates appropriate Technical Language.
20. Maintains a high level of confidentiality when dealing with PCT health issues and other concerns and shares on a need to know basis only.
21. Participates in all plenary meeting and training group activities.
22. Participates as a full member of the PST core staff, supports and assists the Training Manager as requested.

SAFETY AND SECURITY

1. Is knowledgeable of the Peace Corps Emergency Action Plan (EAP) and in the event of an emergency conducts his/her role in helping to ensure the safety of Peace Corps PCTs and Staff.
2. Monitors safety/security situation in host family and in the community. Immediately informs the TC and TM if they become aware of any issue related to PCTs' and staff safety.
3. Assists in planning for maintaining safety and security, and maintains vigilance in identifying, reporting, and responding to safety and security incidents to the TM and Peace Corps Safety and Security Coordinator.
4. Collaborates with TAA and TM to periodically evaluate the safety and security situation of the Training Site.
5. Integrates into the community at the Training site, with a focus on developing positive relationships with community members during PST.

OTHERS

1. As required and instructed by the Supervisor/Training Manger
2. Follows Peace Corps Policies and Guidelines for Professional Trainer/staff behavior