Statement of Work
Peace Corps Response Coordinator (PCRC)
June 2017

Annual Salary range: Minimum S/.83,611.00 – Maximum S/.144,362.00

Open to: All interested candidates with Peruvian residency/ work permit (This is mandatory, no exceptions)

Opening Date: July 1, 2017

Closing Date: July 14, 2017

Please, interested candidates for this position must submit a cover letter (required) and resume to Cynthia Guardia (AA/Human Resources/VE) at Vía Láctea 132, Ur. Los Granados, Surco – Lima, or to the email: recursoshumanos@peacecorps.gov.

Reports to/ Evaluated by: Director of Programming and Training (DPT)

Coordinates with: Primarily coordinates with DPT, Program Managers (PM), Program and Training Specialists (PTS), Program Assistants (PA), Training Manager (TM), Master Trainer (MT), Volunteer Support Manager (VSM), and Regional Coordinators. Additionally, the PCRC coordinates various activities with the Country Director, Management and Operations unit, Medical unit, Safety & Security unit, training staff, Peruvian officials and community leaders.

Position Brief: The PCRC serves as a member of the Programming and Training (P&T) team. The PCRC is responsible for the planning, development, implementation, and administration of the Peace Corps Peru’s Response program that annually supports approximately 20 Volunteers. This position reports directly to the Director of Programming and Training (DPT) with technical guidance and support provided by the Peace Corps Response group in Washington, DC. The PCRC will support and oversee the Peace Corps Response Volunteers serving as a liaison with the Volunteers’ partner organizations and in coordination with post’s sector program managers.
QUALIFICATIONS

- **Education:** Bachelor’s degree in Social Sciences, Rural Community Development, or related field required.

- **Experience:**
  - **Required:** At least 5 years progressively responsible professional experience. At least 3 years’ experience in community development.
  - **Preferred:** Experience in community-based environmental management. Experience supporting ten to twenty team members who are remotely located.

- **Language proficiency:** Level IV English (Advanced) and Level V Spanish (Fully Proficient) required.

- **Job Knowledge:** Understanding of the Peruvian government’s objectives, priorities and structure. In-depth understanding of Peruvian developmental plans and project-specific organizations working in development. In-depth understanding of U.S. and Peruvian cultures, including areas of cultural diversity.

- **Abilities and Skills**
  - **Required:** Must have ability to develop and maintain an extensive range of mid and high-level contacts within host country government, international development agencies, and private sector. Ability to prepare precise, accurate reports. Strong interpersonal and cross-cultural skills.
  - **Preferred:** Ability to plan and execute projects. Skills with facilitation and training for adult learners. Ability to develop training schedules and manage complex logistics. Ability to respond properly to different and sometimes unexpected situations. Ability to render advice with detachment and objectivity by exercising own judgment. Superior accuracy, attention to detail.

- **Other:** Valid Peruvian Driver’s License and must be willing to travel extensively and spend extended periods of time in the field in order to fulfill programmatic responsibilities.

MAJOR DUTIES AND RESPONSIBILITIES

Response Program Management

1. Work closely with the Peace Corps Programming and Training team in country to identify and align PCR assignments with existing sector projects, Cross Sector Programming Priorities, post partnerships, and other post programming priorities and will manage these areas within the environment sector.

2. Develop Peace Corps appropriate assignments in collaboration with partner organizations, reviewing all finalized position descriptions, and set appropriate expectations for volunteer service. The coordinator will inform a partner organization in a timely manner of a Volunteer’s arrival date, and ensure that the organization provides an appropriate orientation for the arriving Volunteer either in coordination with the Peace Corps’ orientation or at their own offices.

3. Maintain existing relationships and develop new relationships as appropriate for the environment sector.
4. Ensure that appropriate MOUs have been signed and that the organizations can meet their obligations under the MOU e.g. housing, work-related transportation.

5. With approval from the Director of Programming and Training, the PCRC will look for additional opportunities for Peace Corps Response placements, either with existing partner organizations or new partners. If additional placements are approved, the PCRC will work with the partner organization on a position description using the Peace Corps Response template, will forward those in a timely manner to Peace Corps Response/Washington for recruitment, and will prepare the required MOUs for the Country Director’s review and signature.

6. Keep Post staff advised of programming developments, the status of recruitment efforts, the dates of service of the Volunteers and their placement in country.

7. Ensure that housing is secured before the Volunteer’s arrival.

8. Ensure that the Management and Operations (M&O) Team has the information it needs to process Volunteer allowances and other payments in a timely fashion. The PCRC will ensure that any change in a Volunteer’s status is reported immediately to the M&O Team.

9. Provide, in a timely manner, information requested by the medical unit to ensure appropriate medical processing of the Peace Corps Response Volunteers. Any change in a Volunteer’s status will also be reported immediately to the medical unit.

10. Regarding Peace Corps Response/Washington, the PCRC will keep Peace Corps Response informed of the progress of the Peace Corps Response program, report any changes in a Volunteer’s status (early COS, ET or extensions) and submit any requests for additional Volunteers in a timely manner with a completed position description.

11. Ensures PA develops and maintains site identification files according to PC/HQ Manual Section 270 requirements.

12. Contributes to the preparation of reports on the country program as required by Peace Corps/Washington or for other publicity and communications purposes.

13. Conducts administrative and office work corresponding Response program management. This includes:
   - Approval of Volunteer’s requests for work related leave, per diem approval, vacations.
   - Participation in staff meetings where important programmatic and administrative decisions are discussed.
   - Analysis and approval of Volunteer’s requests for extensions, changes of sites, and changes of work assignments.

14. Performs other activities as necessary or as directed by the DPT or CD.

**Response Volunteer Support**

15. Prepare and conduct an orientation for incoming Volunteers. Develop the orientation program and schedule in consultation with appropriate Post staff and the Volunteers’ partner organizations. The orientation is expected to include sessions on Post’s rules, regulations, management/operational procedures, volunteer reporting using the VRT or other tools, a medical briefing, safety and security briefing, country specific orientation and basic intercultural integration strategies.
16. Serve as primary Point of Contact for PCRVs and provides support throughout the volunteer’s service through coordinated site visits and report feedback. The PCRC will work with Volunteers to ensure timely reporting within the VRT and other appropriate reporting requests.

17. Completes all required site visit documentation as outlined by Peace Corps Peru Site Identification and Site Monitoring Standards.

18. Provides technical assistance and administrative support to Response Volunteers.

19. Provides emotional support to Response Volunteers on personal and professional matters.

20. Reviews, monitors and evaluates Volunteer progress to identify strengths, weaknesses or deficiencies and provides necessary professional guidance, motivation and encouragement to Volunteers.

21. Liaises with host organizations to resolve any problems and/or difficulties Volunteers are experiencing with their assignments.

22. Ensures Volunteer adherence to Peace Corps policies and standards of conduct. Documents cases of inappropriate behavior and briefs the DPT and CD in a timely fashion. When appropriate, takes steps to overcome any identified deficiencies or obstacles, including disciplinary actions when necessary.

23. Work with Post staff to ensure that arriving Peace Corps Response Volunteers are incorporated into Post’s Emergency Action Plan.

24. Ensure that Volunteers submit in a timely manner any other forms that are required by Post (e.g. site locator forms, vacation request forms, banking, IT usage, etc.).

25. Ensure that Volunteers complete a final report and online survey, and complete all COS paperwork required by Post. A copy of a Volunteer’s final report is approved by the PCRC and the Country Director.

**Safety and Security**

26. Addresses safety and security proactively by ensuring appropriate assignments for Volunteers and adhering to Peace Corps site development policies and procedures.

27. Identifies and immediately communicates Volunteer safety and security concerns or issues to the Safety and Security Manager (SSM) and the CD.

28. Ensures prospective sites meet established programmatic and safety/security criteria (e.g., safe housing, a clearly defined assignment with an organization that shows real interest in working with a Volunteer, etc.).

29. Reviews and references site history files when evaluating potential sites.

30. Incorporates appropriate site-specific safety and security-related information into site history files. 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.

31. 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.

32. Monitors Volunteer compliance with Peace Corps policies, especially related to safety and security, and initiates corrective action as necessary.

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33. Participates in the design and implementation of the Emergency Action Plan (EAP).

34. Acts as duty officer, as needed.

35. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

POSITION ELEMENTS

a. Supervision Received: DPT provides direct supervision on policies and programmatic priorities and reviews and evaluates work of PCRC. The PSC receives instructions and supervision from the Peace Corps DPT regarding special assignments, changes in regulations and procedures, and unprecedented work situations.

b. Supervision Exercised: Direct supervision of the PCRVs.

c. Exercise of Judgment: Incumbent utilizes available guidelines for all matters, is expected to use his/her own good judgment in all cases, and is expected to seek guidance on those matters and cases that are unusually complex.


e. Authority to Make Commitments: None.

f. Post Entry Training: The incumbent will receive training on the Peace Corps philosophy programming and training system, PC policies and regulations.

g. Time required to perform full range of duties after position entry: One year

GENERAL TERMS AND CONDITIONS

• Availability: The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps’ as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.

• The PSC accepts and agrees to comply with all the policies, procedures and guidelines of Peace Corps Peru including but not limited to the Peace Corps Manual and the Peace Corps Peru Staff Handbook.

• To the extent Contractor is allowed to operate a US government owned, leased, or rented vehicle (GOV) to perform their job duties, the Contractor must operate that vehicle safely at all times and only operate it for official business purposes as defined in 31 USC 1334.

• Contractor is encouraged to refrain from texting or from engaging in any behavior that distracts attention from driving safely at any time. Except in an emergency situation, Contractor shall not text message (i) when driving a GOV; (ii) when driving a privately-owned vehicle (POV) while on official government business; or (iii) while using electronic equipment supplied by the government while driving any vehicle (even during off-duty hours).