

PEACE CORPS PERU VACANCY ANNOUNCEMENT

POSITION: REGIONAL COORDINATOR - CHICLAYO

FROM: Sanjay Mathur - Peace Corps Peru Country Director

OPEN TO: All interested candidates

OPENING DATE: December 01, 2011

CLOSING DATE: December 16, 2011

Please, interested candidates for this position should submit a cover letter and resume to Cynthia Guardia (AA/Human Resources) at Vía Láctea 132, Ur. Los Granados, Surco or to the email: **cguardia@pe.peacecorps.gov**, along with other documentation (e.g. certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed below.

***Peace Corps will not accept applications sent by fax.**

BASIC FUNCTION

The Regional Coordinator (RC) will be based in Chiclayo and will provide direct support to approximately 25 Peace Corps Volunteers (PCVs) in the department of Lambayeque and 5-10 PCVs in the department of Amazonas. The Chiclayo RC will work under the direct supervision of the Director of Programming and Training (DPT) and will coordinate with Associate Peace Corps Directors (APCDs) in charge of Peace Corps' five technical programs. These include Small Business Development, Community Health, Youth Development, Community-based Environmental Management, and Water & Sanitation. The RC will also coordinate with medical staff and safety & security staff and training staff as necessary.

MAJOR DUTIES AND RESPONSIBILITIES:

Major responsibilities include, but are not limited to:

1. Coordinates with DPT and APCDs of each program to establish contact with current and potential counterpart agencies and with municipal officials and community leaders regarding future PCV sites and job assignments. Documents these visits as part of the site development process.
2. Identifies host families and suitable housing and safe transportation for PCVs, documenting this in concordance with Peace Corps criteria, and educates host families about Peace Corps and hosting American Volunteers.
3. Advises PC Safety & Security Coordinator (SSC) of potential civil disturbances, road blocks, or other threats to public safety and order. Under direction of SSC or Country Director (CD),

takes actions as necessary to advise and support PCVs, in concordance with the Emergency Action Plan (EAP).

4. In emergency situations affecting PCV health or safety, including natural disasters, coordinates with SSC, medical staff, and others to contact and transport PCVs for treatment or to get to a safe place. Follows up as directed on particular incidents, including with police and other officials.
5. Plans and co-facilitates monthly regional meetings with PCVs to promote information exchange, lessons learned, coordination with Peruvian institutions, and updates on Peace Corps issues including safety and security.
6. Visits PCVs as necessary and serves as a resource and mentor. Supports and counsels PCVs regarding personal adjustment, cultural adaptation, and working with municipalities and Peruvian institutions.
7. Drives Peace Corps vehicle, helps prepare itinerary, and accompanies program staff and other staff as necessary on site visits with PCVs, counterpart agencies, and local authorities.
8. Assists with the logistics for workshops and other events in the regions (e.g., Field-Based Training, Counterpart Day, and other in-service training events), including making event arrangements, preparing materials, and co-facilitating workshops as appropriate.
9. Maintains records and information on PCVs as necessary, including up-to-date and accurate copies of site locator forms.
10. Transports materials and supplies to PCVs as appropriate.
11. Represents Peace Corps with agencies, other organizations, municipalities, and other public officials, including at official events, serving as a spokesperson and advocate as appropriate.
12. Carries out other duties in support of PCVs in the region as requested by DPT and other senior staff.

Required Qualifications:

- Education: A college degree in Public Health, Education, Environmental Science, Social Sciences, or other field related to development.
- Experience: Minimum 3 years experience in community and social development, preferably in rural areas in Peru.
- Abilities: Proven experience working with Peruvian development institutions, ability to organize workshops and events, familiarity with computers and technology. Experience working with international volunteers.
- Licenses: Valid driver's license required.