

PEACE CORPS PERU VACANCY ANNOUNCEMENT

- POSITION:** **Regional Coordinator - Junin**
FSN Grade/step equivalent 7/1 – Base year annual salary
S/.60,578.00
- OPEN TO:** All interested candidates with **Peruvian residency/ work permit**
(This is mandatory, no exceptions)
- OPENING DATE:** January 29, 2015
- CLOSING DATE:** February 15, 2015

Please, interested candidates for this position should submit a cover letter 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**, along with other documentation (e.g. certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed below.

BASIC FUNCTION

The Regional Coordinator (RC) could be based in Tarma, Jauja or Huancayo, and will provide direct support to Peace Corps Volunteers. The Junin RC will work under the direct supervision of the Volunteer Support Manager and will coordinate with Program Managers in charge of Peace Corps' five technical programs. These include Community Economic Development, Community Health, Youth Development, Community-based Environmental Management, and Water & Sanitation and Hygiene. 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 Volunteer Support Manager and Program Managers 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 accordance with Peace Corps' criteria, and educates host families about Peace Corps and hosting U.S. American Volunteers.
3. Advises PC Safety & Security Manager (SSM) of potential civil disturbances, road blocks, or other threats to public safety and order. Under direction of SSM or Country Director (CD), takes actions as necessary to advise and support PCVs, in accordance with the Emergency Action Plan (EAP).

4. In emergency situations affecting PCV health or safety, including natural disasters, coordinates with SSM, 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 the Director of Programming and Training and other senior staff.

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.

Safety and Security

Addresses Volunteer safety and security by adhering to Peace Corps site development policies and procedures. Identifies and immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and the Country Director (CD). Assists Program Managers to ensure that 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.). Reviews and references site history files when evaluating potential sites, and incorporates appropriate safety and security-related

information into site history files. Monitors Volunteer compliance with Peace Corps policies, especially related to safety and security. **Participates in the design and implementation of the Emergency Action Plan (EAP). Acts as duty officer, as needed.** Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

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. Experience working with international volunteers preferred.
- Language: Spanish: Fluent / English: Intermediate (preferred)
- Abilities: Proven experience working with Peruvian development institutions, ability to organize workshops and events, familiarity with computers and technology.
- Licenses: Valid driver's license required.