



**Peace Corps / Peru
Statement of Work**

Associate Peace Corps Director – Youth Development

FROM: Peace Corps Peru / Director of Programming and Training
TO: Interested candidates with Peruvian residence and work permit
CLOSING DATE: February 27, 2014

Resumes and cover letters should be received by February 27 via e-mail to cguardia@pe.peacecorps.gov.

Youth Development Program

The goal of the program is to work with young people of all abilities to be prepared and empowered to lead change in their communities. Volunteers work in semi-rural communities especially in the local schools or with youth groups, health posts and community leaders to promote healthy lifestyle choices, vocational skills, leadership, and volunteerism. Volunteers also assist with the design, development, and evaluation of youth related community development projects.

Primary Functions of Position

As a qualified professional in Program and Community Development, the Youth Development Program Director (APCD) provides overall leadership and direction to the Program. The Program Director is responsible for the planning, development, implementation, monitoring and evaluation of the Youth Development Program.

The APCD is responsible to provide technical and general assistance to an average of 60-65 Youth Development Volunteers in the field. Part of the position's duties is to provide continuous programming and training support for Staff and Volunteers. Job responsibilities include:

- Providing overall leadership and direction to the Youth Development Program.
- Developing and maintaining institutional relations with host agency partners, both governmental and nonprofit, and with local authorities to develop Volunteer work assignments to foster effective interaction between Volunteers and local communities, and to provide for safe locations for Volunteers to live and work.
- Providing program technical, logistical and emotional support to Volunteers working in the regions.

- In coordination with the training team, developing and facilitating training activities for Youth Development Volunteers, both during their 11 weeks of pre-service training and for various in-service training events throughout two years of service.
- Serving as the key contact person between Peace Corps/Washington and Peace Corps/Peru in the Youth Development sector, including the development, implementation, monitoring, evaluation, and reporting of program activities within the Project Plan.
- Supervising the Youth Development Program Specialist and Program Assistant.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- Education:** Advanced degree in Social Sciences, Education or an area of study related to Youth Development.
- Prior Work Experience:** Progressively responsible professional experience in the field of Youth Development (6-8 years). Experience working with rural communities in Peru (minimum of 3 years). Extensive experience with government institutions, nonprofit organizations, and other institutions working with youth. Professional experience working in a bi-lingual and bi-cultural setting.
- Language Proficiency:** Level IV English (fluent English language knowledge) and level IV Spanish (fluent) ability is required.
- Knowledge:** Knowledge of the current challenges and opportunities related to Youth Development in Peru. Knowledge of youth development concepts, asset-based approaches, monitoring and evaluation, and non-formal education strategies. Understanding of the Peruvian school system. Understanding of U.S. and Peruvian cultures, including areas of cultural diversity.
- Skills and Abilities:** Excellent project management skills. Ability to maintain good working relationships with Peace Corps staff (American and local) and Volunteers. Ability to develop and maintain high and mid-level contacts within the host government, international aid agencies, and private sector. Good interpersonal and listening skills. Ability to plan, organize and execute training events and prepare analytical evaluations. Ability to work in cross-cultural training settings and to develop training sessions and schedules. Strong interpersonal and cross cultural skills. Ability to render advice employing sound judgment within Peace Corps guidelines. Good computer skills (Microsoft Office) required.
- Others:** Peruvian Driver's License, Willingness to travel extensively to rural areas (including Piura, Amazonas, Ica, Arequipa, La Libertad, Ancash, Lambayeque, Cajamarca, and Huancavelica).

Desired Qualifications

- Experience working with Peace Corps or other international development agencies.

- Experience in a supervisory role.
- Experience working with Volunteers.
- Experience working in one or more of the following departments: Piura, Lambayeque, La Libertad, Ancash, Cajamarca, Ica or Amazonas.
- Experience working as a mentor and/or staff developer.
- Understanding of American culture and experience working with Americans.

Complete Responsibilities of the Youth Development APCD Position:

- Provide overall leadership and direction for the Youth Development Program.
- Work with host agency partners, both governmental and nonprofit, and with local authorities to develop Volunteer work assignments to foster effective interaction between Volunteers and local communities, and to provide for safe locations for Volunteers to live and work.
- Provide program technical, logistical and emotional support to Volunteers working in the regions.
- In coordination with the training team, develop and facilitate training activities for Youth Development Volunteers, both during their 11 weeks of pre-service training and for various in-service training events throughout two years of service.
- Develop and maintain institutional relations across national, regional and local public and nonprofit sectors.
- Participate as a senior staff member of the Peace Corps' programming and training team, which includes taking part in strategic planning decisions.
- Serve as the key contact person between Peace Corps/Washington and Peace Corps/Peru in the Youth Development sector, including the development, implementation, monitoring, evaluation, and reporting of program activities within the Project Plan.
- Develop and compile technical resource materials for Volunteers and their community partners.
- Contribute to policy development, planning, trouble shooting, and problem solving through active participation in staff meetings, programming retreats, and other events.
- Supervise the Youth Development Program Specialist and share the responsibility of supervising the Program and Executive Assistant (Youth Development Program Assistant) with Country Director (CD) and Director of Programming and Training (DPT).

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

The APCD addresses Volunteer safety and security by adhering to Peace Corps site development policies and procedures. Identifies and communicates Volunteer safety and security concerns and issues to the Safety and Security Coordinator (SSC) and the Country Director (CD). Works with other APCDs, Regional Coordinators, Peace Corps doctors and Safety and Security Coordinator to verify 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 and reports issues to Safety and Security Coordinator (SSC) and the Country Director (CD). Must be knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of incidents involving Volunteers/Trainees and any other safety and security incident, including suspicious persons or situations.