PEACE CORPS PERU VACANCY ANNOUNCEMENT

Youth Development Program Specialist
PSC-9/1

OPEN TO:	All interested candidates with Peruvian work and/or residency permit
OPENING DATE:	November 19, 2013
CLOSING DATE:	December 2, 2013
WORK HOURS:	Full-time, 40 hours per week.

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 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.**

Primary Functions of Position

As a qualified professional in Program and Community Development, the Youth Development Program Specialist works under the direct supervision of the Youth Development Program Director (APCD). The Program Specialist is responsible for assisting with the planning, development, implementation, monitoring and evaluation of the Youth Development Project.

Works closely with the Youth Development APCD to provide technical and administrative assistance to an average of 60-65 Youth Development Volunteers in the field.

Implements duties that provide continuous programming and training support for Staff and Volunteers, under the supervision of the Youth Development APCD.

MAJOR DUTIES AND RESPONSIBILITIES:

I. Project/Program Support (50%)

- Responsible for carrying out site identification which entails meeting with local government officials, development agency representatives and community leaders. Also, helps identify and train host families in the selected communities during the site development process.
- Supports Volunteer in the field through periodic visits. (In-country travel required).
- Responsible for supporting the Program Director/Youth Development APCD with preparation and review of all project documentation, project plans, ministry/host agency agreements, and monitoring and evaluation documentation. Assures completion of all aspects of assigned project documentation.
- Assists with the completion of all aspects of Volunteer program documentation, including the collection, summarization, and distribution of Volunteer Reporting Forms (VRF) and the collection and summarization of program data for the Project Annual Report (PSR) for Peace Corps Headquarters.
- With guidelines from the Youth Development APCD, assists with the organization and implementation of project-related training workshops and workshops and conferences with host country agencies. Assists in the preparation of all needed documentation, such as logistics and budgets.
- Assists with program coordination with the Training Manager to support and help facilitate the PST (pre service training) and IST (in service training) processes, and participates in the post-evaluations of the effectiveness of training programs.

II. Volunteer Support and Other Duties (50%)

- Provides technical assistance and guidance to assigned Project Volunteers through site visits, phone calls, e-mails, and during appointments in the office.
- Provides Volunteers with counseling and personal support consistent with Peace Corps policy.
- Supports Volunteers to comply with Peace Corps policies, especially related to safety and security.
- With guidance from the Youth Development APCD, assists with the preparation of training agendas, related materials and schedules for program conferences and workshops for Volunteers and agency counterparts. Attends related program workshops and meetings.
- Responsible for maintaining the Youth Development section of the Resource Center and Webpage.
- Takes a leadership role on assigned Volunteer Initiative Committees.

- Responsible for helping to prepare technical reports to host country agencies, as required.

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 communicates Volunteer safety and security concerns and issues to the Safety and Security Coordinator (SSC) and the Country Director (CD). Assists Program Managers/APCDs 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 and reports issues to the Program Manager/APCD. Must be knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of incidents involving V/Ts and any other safety and security incident, including suspicious persons or situations.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. **Education**: Bachelor's degree in the field of Youth Development, Education and/or Special Education, Community Development, Psychology or a related field.

b. **Prior Work Experience**: Three years progressively responsible experience in Youth Development programs and/or related fields.

c. **Language Proficiency:** Level IV in both English and Spanish is required.

d. **Knowledge:** Knowledge of the current challenges and opportunities related to Youth Development in Peru. Understanding of the Peruvian school system. Understanding of U.S. and Peruvian cultures, including areas of cultural diversity.

e. **Skills and Abilities:** Ability to maintain good working relationships with Peace Corps staff (American and local) and Volunteers. Ability to develop and maintain mid-level contacts within the host government, international aid agencies, and private sector. 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.