



Peace Corps/Sierra Leone
Freetown, Sierra Leone
Phone: +232 (0)78-200-900

VACANCY ANNOUNCEMENT

PART-TIME POSITION: Homestay Coordinator

CLOSING DATE: March 29, 2011

POSITION CONTRACT DATES: Mid-May to Mid-August, 2011

LOCATION: Makeni, Sierra Leone

Under the general direction of the Training Manager (TM), the Homestay Coordinator is responsible for the preparation and day to day operations of the Homestay Program for Peace Corps Trainees (PCTs). 50 Peace Corps Trainees will be living with Sierra Leonean families throughout their 10 week Pre-Service Training. The Homestay Coordinator must have a thorough knowledge of and strong relationship with communities in the town of Makeni, the Homestay Coordinator will work with authorities, civil servants, and other community leaders to identify 55 families to host PCTs in their homes. The Homestay Coordinator works with the TM and other staff to coordinate the initial and on-going training for these host families. The Homestay Coordinator assesses the Homestay environment and make needed modifications prior to the placement of a PCT with a family. The Homestay Coordinator maintains an inventory of necessary items and informs the TM of expenses related to the program. The Homestay Coordinator serves as a cultural guide and mediator to families and PCTs when issues need to be addressed during the Homestay program.

A. Qualifications – Required, unless noted otherwise

1) Education:

- ✓ Completion of Secondary School with WAEC Certificate
- ✓ Preferred Bachelor's Degree in community development, human resource management, or related field.

2) Languages:

- ✓ Ability to speak and write in English at a professional level
- ✓ Ability to speak Krio and Themne; additional languages are preferred

3) Prior Work Experience:

- ✓ One to two years experience in collaborating with community leaders and facilitating community meetings
- ✓ Experience in mentoring, counseling, and guiding adult interactions
- ✓ Preferred one to two years of experience in logistics, general services management, inventory systems or similar field
- ✓ Preferred experience with or exposure to American organization and/or culture

4) Job Knowledge:

- ✓ Knowledge of Makeni, Sierra Leone including leaders, cultural norms, and overall environment in the different communities
- ✓ Knowledge of Sierra Leone history, culture, languages, and social norms
- ✓ Knowledge of the Peace Corps mission and goals and the role of the Peace Corps Volunteer

5) Skills and Abilities:

- ✓ Ability to explain Homestay Program goals and requirements to a diverse population including community leaders, families, and PCTs

- ✓ Ability to communicate and sometimes mediate effectively with a variety of populations of different cultures, education levels, and experiences; negotiation skills
- ✓ Ability to provide appropriate and timely information to the TM on issues relating to the day to day operations of the Homestay Program
- ✓ Ability to provide support in the areas of safety and cultural integration to adult American Volunteers
- ✓ Strong interpersonal skills and ability to work on a diverse team
- ✓ Advanced computer skills (Microsoft Office Applications)
- ✓ Ability to prepare precise, accurate and timely reports
- ✓ Able and willing to be located in Makeni, Sierra Leone from May – August 2011 with some work days in Freetown as indicated. Able and willing to work on weekends.

Application Deadline: March 29, 2011

To apply:

Required Documentation for Application

1. Cover Letter addressing candidate's qualifications for the position.
2. A resume or curriculum vitae.
3. The names and contact information for 3 references who can attest to work experience and interpersonal skills.

Please note:

- ✓ Only individuals selected for an interview will be contacted
- ✓ Interviewees must provide documentation of diplomas, certificates, etc. at the interview
- ✓ All experience, skills, qualifications, and references will be verified
- ✓ Employment is contingent on a security background check

Submit applications to pcjob@sl.peacecorps.gov or # 34 Oldrailway Line, Signal Hill, Wilberforce, Freetown or the District Education Office in Makeni no later than March 29, 2011.