



Peace Corps/Sierra Leone  
Freetown, Sierra Leone  
Phone: +232 (0)78-367-654

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## VACANCY ANNOUNCEMENT

**POSITION:** PROGRAM MANAGER, SECONDARY EDUCATION

**CLOSING DATE:** November 1, 2010

**LOCATION:** Freetown, Sierra Leone

Under the general supervision of the Programming and Training Officer and in collaboration with other Programming Management, the Program Manager (PM) manages the day-to-day operations of the Secondary Education Project of Peace Corps Sierra Leone. Responsibilities include developing and maintaining contacts within government offices and non-governmental organizations and collaborating with them in the development and implementation of the Secondary Education Project. The PM guides the direction of the Secondary Education Project including developing, implementing, and evaluating the Project's goals and objectives. The PM is responsible for identifying viable Peace Corps Volunteer work assignments and partners throughout the country; extensive travel is required. The PM is responsible for training (in collaboration with the Training Manager), placing, and mentoring Peace Corps Volunteers. As a member of Post's senior staff, the incumbent advises Post leadership on program direction and strategy.

A. Qualifications – Required, unless noted otherwise (**please address how you meet these qualifications in your cover letter and/or cv**):

1) Education:

- ✓ Minimum of Bachelor's Degree in education or related development field.
- ✓ Preferred Master's Degree in education or related development field.
- ✓ Ability to speak and write in English at a professional level.

2) Prior Work Experience:

- ✓ 5 years or more of progressively responsible experience in relevant field, including practical experience as an adult educator and/or a community outreach and/or development specialist.
- ✓ 5 years or more of progressively responsible experience in the Sierra Leonean educational system.
- ✓ Experience with or exposure to American organization and/or culture.
- ✓ Proven ability to work with the Government of Sierra Leone at all levels.
- ✓ 2 years of management experience.
- ✓ Experience in program monitoring and evaluation preferred.

3) Job Knowledge:

- ✓ Expert knowledge in the areas of teaching at the secondary level (particularly English, science, and math) and community development in developing countries.
- ✓ Excellent knowledge of Sierra Leonean educational system
- ✓ Knowledge of Sierra Leone's specific development and educational needs.
- ✓ Knowledge of Sierra Leonean laws and regulations preferred.
- ✓ Knowledge of Peace Corps policies and processes (recruitment, training, budgeting, site selection, Volunteer management) and United States Government regulations preferred.

4) Skills and Abilities:

- ✓ Advanced computer skills (Microsoft Office Applications); willingness to learn new applications.
- ✓ Proven presentation and training skills for adults.
- ✓ Demonstrated ability to provide appropriate and timely counseling and feedback to adults.

- ✓ Ability to provide support in the areas of safety, cultural integration, and technical skills to adult American Volunteers.
- ✓ Strong interpersonal skills and ability to work on a diverse team.
- ✓ Strong management and administrative skills.
- ✓ Ability to develop and maintain an extensive range of contacts among senior government officials.
- ✓ Ability to prepare precise, accurate and analytical program, financial, and training proposals and reports, including budgets.
- ✓ Valid driver's license (prior to employment start date).
- ✓ Able and willing to travel in-country up to 40 percent of the time.

**Application Deadline: November 1, 2010**

**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 the U.S. Peace Corps at 34 Old Railway Line, Signal Hill, Freetown or send application by email to [pcjob@sl.peacecorps.gov](mailto:pcjob@sl.peacecorps.gov) no later than November 1, 2010**