

U.S. Peace Corps/Sierra Leone
Programming and Training Assistant
Statement of Work



Position: Programming and Training Assistant for English and Literacy

Department: Programing & Training Unit

Supervisor: Programming and Training Officer (PTO)

Type of position: Full Time Personal Services Contractor

Closing Date: 16 May 2014

Submit CV: sl01-pcjobs@peacecorps.gov or 34 Old Railway Line, Signal Hill, Freetown, Sierra Leone

Summary

The Programming and Training Assistant (PTA) serves as the principal technical associate for the Secondary Education Development program. The incumbent will support the Program Manager (PM) and other staff to ensure programming, training and community support is meeting the needs of Volunteers and program objectives. PTA will actively contribute to the design, implementation, and evaluation of program activities and correlated training, especially for English education and early grade literacy.

The Programming and Training Assistant position is located in the Peace Corps/Sierra Leone office on Signal Hill and reports directly to the Programming and Training Officer (PTO) and onward to the Country Director (CD). S/he coordinates in his/her routine responsibilities with the Program Manager and Training Manager.

Description

Pre-Service and In-Service Training (approximately 35% of the time)

- Coordinate with the other staff on the design, implementation, and evaluation of Pre-Service and In-Service Training events. This includes identifying relevant competencies, identifying human and material resources, assessing PCT/V needs, and drafting a training continuum for PCVs.
- Design, deliver, and evaluate the technical training for English education at junior and senior school levels and early grade literacy. All training must be aligned with project goals and objectives including collaboration with all facilitators, solicitation of guest speakers, and communication with the TM on any training costs.
- Participate, as agreed upon with PTO, PM, and TM, in all training events. This would include preparatory Training of Trainers (TOT), ongoing evaluation meetings, and debrief meetings.
- Monitor and evaluate qualifications of each Peace Corps Trainee (PCT) during and at the end of PST, particularly as related to the technical component of training. Collaborate with PTO, PM, and training staff to assess PCT competence for service.
- Assist the PM to complete timely initial and site placement interviews with PCTs. Assist the PM to conduct PCV meetings at other ISTs.

Volunteer Support (approximately 35% of the time)

- Travel regularly throughout the country to establish and maintain effective working relationships with sponsoring organizations and community officials. Visit Volunteers periodically at their sites to offer advice and assistance to

them and their counterparts/supervisors in order to enhance working relationships and performance. Document activities and results in regular site visit reports.

- Assist Volunteers in improving their job performance and their social and cultural adaptation through the provision of technical support, cultural insights, and direction to relevant and available resources. Support Volunteers with personal and cultural counseling and guidance on various policies and procedures.
- Coordinate with the safety and security staff as well as with the medical unit to advise Volunteers on safety and security issues.
- Support the Volunteers' Literacy and Library Committee in developing model activities, securing partnerships and resources, and implementing monitoring and evaluation.

Program Development and Support (approximately 15% of the time)

- Liaise with the Country Desk Officer to collect Trainee resumes, aspiration statements, and questionnaires. Compile Trainee profiles into summary grid prior to the arrival of Trainees in-country.
- Assist the PM to develop potential assignments for PCVs through community visits and meetings with local representatives of the Ministry of Education, potential host schools, and community members. Explain Peace Corps Sierra Leone's development philosophy and the role of the PCV to these stakeholders. Negotiate and evaluate job viability, available housing, the work environment, the level of host school's interest, and the engagement of the local community.
- Assist the PM to initiate and maintain close and effective contacts with national and local representatives of the Ministry of Education, other appropriate government agencies, Non-Governmental Organizations (NGOs) engaged in Secondary Education, and other organizations and groups, public and private, utilizing or likely to utilize PCVs at both the national and local levels. Represent Peace Corps in negotiations with these stakeholders on the qualifications, numbers, and placement of PCVs.

Project Monitoring and Evaluation (approximately 15%)

- Assist the PM to design and implement project monitoring and evaluation tools and activities with the participation of appropriate officials, local counterparts, other education agencies, and PCVs. Assure that PCV activities advance Project goals as intended.
- Work with the PM to utilize the Volunteer Reporting Tool (VRT) for the entire PCV reporting process: create, send, receive, edit, and acknowledge PCV reports; provide written feedback to PCV; input data from the Volunteer Report Form (VRF) to the Volunteer Report Database. While the Secondary Education PA will assist with this duty, final responsibility rests with the PM.
- Provide site visit reports in a timely manner to PCVs. As requested, provide site visit reports to other Peace Corps Sierra Leone staff and make recommendations regarding Volunteer performance and problems.

Other Duties

- Undertake responsibilities as staff liaison for Volunteer committees and projects, as assigned, such as monitoring small grants.
- Provide backup coverage for other positions as assigned.
- Other duties as assigned by the PTO and/or CD.

Safety and Security Support

Every individual with any involvement in the operations of Peace Corps/Sierra Leone, whether U.S. Direct Hire, U.S. Personal Services Contractor, Foreign Service National, Foreign Service Personal Services Contractor or Volunteer/Trainee

has duties and responsibilities directly and/or indirectly associated with Safety and Security. These duties and responsibilities include, but are not limited to, the following:

- Awareness and understanding of all directives of Peace Corps regarding Safety and Security.
- Awareness and understanding of emergency procedures at both home and office.
- Awareness and understanding of duties associated with the Peace Corps Sierra Leone Emergency Action Plan.
- Availability, at both home and office, of staff and Volunteer contact phone numbers and / or email addresses in case the stated individual is directed to establish emergency contact and provide emergency information.

Level and Effort

Incumbent performs duties during a 40 hour work week at a set work schedule as indicated in the contract. Events may require occasional work in the evenings and on weekends and holidays.

The PSC may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The PSC may also be required to courier cash to PC trainees or volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.

Qualifications

- At least 5 years' experience in teaching, adult education and/or community literacy programs.
- At least 3 years' experience in Volunteer or community development programs.
- Excellent verbal and written communication skills in English and Krio, additional local languages preferred.
- Demonstrated success in working within a multinational organization;
- Proficient in software programs including Microsoft Word, Excel, Outlook and calendar programs;
- Proven ability to work independently with limited supervision and make sound decisions, to communicate to broad range of people across various cultures;
- Extremely organized and detail-oriented in creating efficient processes;
- Demonstrated willingness to do engage in both intellectual and manual endeavors;