



# **UNITED STATES PEACE CORPS JOB ANNOUNCEMENT PROVINCIAL PROGRAM COORDINATOR**

## **General Description**

The Provincial Program Coordinator (PPC) is a full time position under the temporary direct supervision of the Country Director. The Provincial Program Coordinator is responsible for coordinating Peace Corps activities in the Province. The incumbent will be the official representative for Peace Corps in the Province. He/she will be responsible for advancing Peace Corps/Zambia's mission and supporting the needs of all Peace Corps Volunteers based in the Province. The position will be responsible for the following tasks in Volunteer support, Programming & Training, Medical, and Administration.

The Provincial Program Coordinator will work 40 hours per week, generally Monday through Friday with exception as assigned. This particular opening is for Serenje with potential move to Mukushi.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **Volunteer Support:**

- Provide technical and emotional support to all the Volunteers (PCVs) in the province;
- Respond to PCV emergencies as requested by Peace Corps Medical Officer and other staff;
- Represent PCZ at major training events organized by PCVs, counterparts and partners including field days, workshops;
- Maintaining and providing information on potential cross-sectoral partners that Volunteers may collaborate with, including guidelines on programs that fund community projects;
- Conduct a monthly cell phone check-in with all Peace Corps Volunteers (PCVs) in the province;
- Contact the appropriate staff in Zambia when problems arise with Volunteers to ensure effective communication with and responses by staff concerned;
- Facilitate PCV contacts with Government of the Republic of Zambia (GRZ) officials and collaborating partners;
- Coordinate planning for regional training events;
- Maintain training capacity of regional office including training equipment, facilities, references, and technical resources;
- Provide volunteers with the most current version of all necessary forms and funding applications;

- Assist Volunteers with project design and development, including the application of community assessment tools (PACA) and the steps in project design and management (PDM);
- Facilitate cultural integration of PCVs through counseling and solving problems arising due to cultural integration issues with host families, counterparts and other community representatives;
- Conduct site visits in coordination with program and volunteer support staff;
- Assist with all necessary logistics in the event of a medical or personal emergency or evacuation;
- In coordination with Project Managers and Programming and Training Specialists, conduct site visits to PCVs.

### **Programming and training support:**

Following the Peace Corps guidelines, under the guidance of Project Managers and in collaboration with PCVs, GRZ officials and other PC Partners, the PPC will be responsible for the following activities:

#### In relation to Volunteer sites preparation and host-families:

##### Site Identification and selection

- Explores new areas of Peace Corps involvement based on the identified resources and needs, as well as the development goals of the Zambian government agencies, municipalities, and local communities.
- Meetings with prospective host communities to explain the work of Peace Corps Volunteers and to identify specific community resources and needs and elaborate a job description for a prospective Volunteer. Also to identify prospective counterparts, supervisors, host-families, and language tutors.
- Reviews and evaluates requests for Volunteers based on Peace Corps programming and safety & security criteria. Also evaluates and reports to various Peace Corps staff on the technical feasibility of proposed sites. Assists Senior Staff in the selection of sites for Volunteers.

##### Site Development

- Ensure that housing is completed to Peace Corps standards before the arrival of new Volunteers. Includes working with local communities and host organizations to make sure housing criteria is followed.
- Using the task analysis and competencies defined in the project plan and in collaboration with sector Project Manager, proposes a site selection activity that addresses both community and Volunteer needs for the first three to six months of service.
- Ensures that all forms detailed in the PCZ site development manual are completed within the given timelines.
- Maintain site development files for every site and send copies of completed forms to the sector Project Manager within stated timelines.

##### Build counterpart and partner relations

- Establish good working relationship with host Government officials, NGOs, traditional chiefs, headmen and counterparts at Provincial, District, and Community levels.
- Identify weaknesses in relationships with Host Country Counterparts and devise and implement strategies for improvement.
- Promote publicity events that enhance the image of Peace Corps work.
- Representing Peace Corps/Zambia in the province and districts during meetings to provide quarterly summary reports of the PCV work in the province.

Provide coordination and leadership to the Peace Corps Volunteer Leader (PCVL) and Provincial General Services Assistant (PGSA)

- Coordinate the work of the provincial team, comprised of the PPC, PGSA and PCVL
- Directly supervise the PGSA
- Coordinate with the Safety and Security Coordinator (SSC) and Country Director (CD) on PCVL supervision

**Disseminate Updates to and from Lusaka:** Updating Lusaka office through the Project Managers on any developments in the province in relation to PCV welfare, partner relationships, site development work and site visits. Prepare and distribute Lusaka updates to PCVs on regular basis

**Provincial meetings: Work in collaboration with the PCVL and Lusaka staff to plan and organize the general provincial meetings.** Attend and provide guidance during Provincial meetings, organize project specific meetings with GRZ officials and other PC partners, and compile report and send to Lusaka.

**Provincial staff focal person for PC initiatives:** Provide agenda items and input for P&T meetings, attend P&T meetings, by phone weekly and in person once a month or as feasible, and receive and review minutes from P&T meetings and feedback.

**Peace Corps Trainings:** Participate in PST training events such as pre-TOT TDE preparation, trainee arrival, site visits, swearing in and posting. Organize provincial training events such as the Host workshop during PST, HIV/AIDS trainings, AT, perm garden and project specific workshops as designed by Project Managers.

**Support to the Medical Team:**

- Emergency medical support: as and when necessary and in consultation with the PCMO on call. In any event, assistance will be mainly logistical support, or staying with PCV till SES arrives. PPC will be main link between PCV and PCMO.
- Medical inventory: remind PCVL to supply monthly medical refill requests. Put a PCV medical refill box in Provincial house, and collect those requests and bring down as possible.

**Coordinate safety and security:**

- Encourage Volunteers to engage in safe and secure lifestyles and behaviors in accordance with Peace Corps/Zambia policies;
- Coordinate EAP with counterparts and Lusaka, and serve as the Regional warden for the EAP, and update the SSC in the event of changes to the EAP in their province;

**Administration:**

- In collaboration with PCVL and other PCVs, review and approve for Lusaka submission PCVs' project proposals and visiting projects during and after implementing;
- Coordinate fuel account with Admin (fuel accounts, tom cards, advance);
- Manage the Provincial Imprest fund;
- Maintain a combined calendar for provincial and Lusaka staff travel and events;
- Coordinate vehicle planning and movements based on schedules;
- Coordinate maintenance and use of PC property and vehicle in line with Admin policies and guidance (Vehicle, Computers, printers, internet, Bicycles and spares, Office furniture);
- Prepare monthly vouchers for all regional office expenses;

- Maintain and verify the readiness of the regional office to serve as an emergency consolidation point;
- Maintain contacts with local vendors, including the landlord of the Provincial Office;
- Verify and assure maintenance and repair of the regional vehicle;
- Receive delivery of packages and materials from Lusaka for distribution to Volunteers in the region;
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**Sub Cashier:**

- PPCs are designated as sub-cashiers and will receive training from the DMO and Cashier on how to maintain proper imprest fund records. Utility and other bills will be managed by the PPCs. They can delegate assistance with payment to the PGSA but PPC must authorize these payments by signing and dating all receipts/bills.
- The PPC is personally liable for the imprest fund in his/her possession.

**Required Qualifications:**

In order to be selected for this position, the applicant must be a Zambian Citizen, must not have been employed in intelligence-related activities, and must submit an application that clearly documents how they meet each of the following requirements:

- Successfully completed secondary school education and advanced diploma in one of the fields of Education, Environment, Aquaculture or Health is required
- Three to five years' experience working in at least one of the fields of Education, Environment, Aquaculture, and Health in Zambia including expertise in grass roots development methodologies and Programming & Training is required.
- Must have a good working knowledge of the English language (spoken and written) including proficiency in at least one of the local languages used in the respective province is required
- Must have proficiency in working with computers (word processing & spread sheet).
- Knowledge of Peace Corps development philosophy and the role of Volunteers in development is required
- A Valid driving license is required

To apply, submit an application letter that clearly addresses the Required Qualifications, CV and list three references. Applications must arrive at the Peace Corps Office on or before the closing date of **June 15, 2015**. **Only short-listed candidates will be notified and no telephone inquiries will be entertained.**

**Address applications to:  
The Human Resources Specialist, Peace Corps/Zambia  
Plot 71A Kabulonga Rd.  
P.O. Box 50707, Lusaka, Zambia**

**Email: [zm01-jobs@zm.peacecorps.gov](mailto:zm01-jobs@zm.peacecorps.gov) clearly stating the Position applied for and your Name in subject line**