# SCOPE OF WORK

*(Recruitment, PSC Duties, and Performance Reviews)*

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| **Organization** | US Government – Peace Corps Sierra Leone |
| **PSC Position Title** | Program Manager Education |
| **Reports To** | Director of Programming and Training |
| **Supervises** | Programming and Training Assistants |
| **Annual Base Salary Range** | **SLE 128,692.16 to 199,472.84 plus benefit** |
| **Contract Type** | Full-Time, 40 Hours per Week |
| **Duty Location** | Freetown, Sierra Leone |

1. **Minimum Requirements:**

At a minimum, the successful candidate’s CV must demonstrate the following:

* Master’s Degree in education or related development field. Minimum of five (5) years teaching experience in Math, Physics, Chemistry, Biology and/ or English in Sierra Leonean Schools
* 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 national educational system.
* 3 years of management experience.
* Proven ability to work with the Government of Sierra Leone at all levels.
* Knowledge of MS Office computer applications (Word, Excel, Outlook).

1. **Background**

The mission of Peace Corps worldwide is to promote peace and friendship. Peace Corps was invited to Sierra Leone in 1962, since then hundreds of Peace Corps Volunteers has worked in the fields of Education, Health, Agriculture community development etc. The work of Peace Corps Contractor does not limit itself to the role: active support of the Peace Corps mission is paramount to the job because contractors are representatives of Peace Corps in Sierra Leone.

Peace Corps’ mission is to promote Peace and friendship by fulfilling three goals:

* To help the people of interested countries in meeting their need for trained men and women
* To help promote a better understanding of Americans on the part of the peoples served
* To help promote a better understanding of other peoples on the part of Americans

1. **Objective of the Position**

Under the direction of the Director of Programming and Training (DPT) and in collaboration with other Programming Staff, this position provides overall management of Peace Corps Sierra Leone’s Secondary Education Project. The functions include developing and maintaining a Project Plan in cooperation with the Sierra Leone Ministry of Education and other education partners; identifying viable, effective sites for Peace Corps Volunteers (PCVs) in response to requests from Sierra Leone schools; monitoring and evaluating individual PCV assignments to ensure quality and consistency with the Project Plan; assisting with the design of appropriate training to enhance the placement of PCVs and the quality of their work; supporting and guiding PCVs at their sites; and serving as a liaison between Peace Corps, The Ministry of Education, and other agencies engaged in Secondary Education.

1. **Tasks & Deliverables**

Project Development and Management

* Develop and maintain the direction of the Secondary Education Project in cooperation with appropriate Sierra Leone officials and local counterparts, PCVs, and other partners.
* Develop potential assignments for PCVs through community visits and meetings with local representatives of the Ministry of Education, potential host schools, and community members.
* Prepare documentation for the Secondary Education Project that conforms to the mission, goals and standards of Peace Corps.
* Contribute to the preparation of the Integrated Planning and Budget System (IPBS) and participate in other Post planning activities.
* 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 at both the national and local levels.

Volunteer Support

* Travel regularly throughout the country to establish and maintain effective working relationships with host schools, representatives of the Ministry of Education, and community officials.
* Visit PCVs periodically at their sites to provide advice and assistance to them and their counterparts and supervisors to enhance working relationships and performance.
* Assist PCVs 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 PCVs with personal and cultural counseling and provide guidance on various policies, procedures, and administrative matters.
* Maintain up-to-date information regarding relevant legislation; national policy changes; contact lists of relevant local organizations, institutions, agencies, other published resources including reference texts, professional journals and other similar information; and make the information available to PCVs.
* Coordinate with the Safety & Security Manager (SSM) and others as appropriate to ensure a safe and secure work and living environment for PCVs.

Pre-Service and In-Service Training

* Coordinate with the Director of Programming & Training (DPT), Programming and Training Manager (PTM), other Program Manager (PM), Training Manager (TM), and Program Assistant (PA) for the design, implementation, and evaluation of Pre-Service Training (PST) and In-Service Training (IST).
* Participate, as agreed upon with Director of Programming & Training (DPT), PTM 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. Collaborate with Director of Programming & Training (DPT) and or Programming and Training Manager (PTM), and training staff to assess PCT competence for service.
* Complete timely initial and site placement interviews with PCTs.
* Spend an adequate amount of time at the training site in order to build and maintain rapport with the PCTs.
* Conduct PCV meetings at other ISTs. Interviews coordinated with the other Program Managers (PM), Program Training Assistants (PTA), Program and Training Manager (PTM) and/ or Director of Programming and Training (DPT) as indicated.

Project Monitoring and Evaluation

* Design and implement project monitoring and evaluation tools and activities with the participation of appropriate officials, local counterparts, other education agencies, and PCVs.
* 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.
* Prepare annual monitoring and evaluation documents, such as the Project Status Report (PSR), and contribute to the preparation of other Status Reports as requested by the Director of Programming and Training (DPT).
* 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 and Activities

* Assist in budget preparation and submissions with regard to the Secondary Education Project as necessary.
* Attends staff meetings, in-service trainings, and retreats when indicated.
* Understands and complies with Peace Corps safety and security policies and procedures.
* Understands and complies with Peace Corps code of ethics, privacy and confidentiality policies.
* Files all documents produced by the position in accordance with the Peace Corps Records Management policies.
* To the extent Contractor is allowed to operate a US government owned, leased, or rented vehicle (GOV) to perform their job duties, the Contractor must operate that vehicle safely at all times and only operate it for official business purposes as defined in 31 USC 1334. Contractor is encouraged to refrain from texting or from engaging in any behavior that distracts attention from driving safely at any time. Except in an emergency situation, Contractor shall not text message (i) when driving a GOV; (ii) when driving a privately-owned vehicle (POV) while on official government business; or (iii) while using electronic equipment supplied by the government while driving any vehicle (even during off-duty hours).
* Performs other assignments or duties as assigned.

1. **Standard Roles and Responsibilities**
2. **OMH:**

* **Occasional Money Handler** may be requested 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 requested 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.

1. **S&S:**

* **APCD/Program Manager -** Addresses safety and security proactively by ensuring appropriate assignments for Volunteers and adhering to Peace Corps site development policies and procedures. Identifies and immediately communicates Volunteer safety and security concerns or issues to the Safety and Security Manager (SSM) and the CD. Ensures 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. Incorporates appropriate site-specific safety and security related information into site history files. Ensures designated host country counterparts participate in counterpart orientation/training and are prepared to work with and support Volunteers, including their role in Volunteer safety and security. Maintains communication with each Volunteer and solicits periodic feedback, including information about Volunteer safety and security. Maintains a calendar of Volunteer site visits, and completes appropriate number of site visits to assess Volunteer progress, safety and security, and to provide technical guidance and moral support. Monitors Volunteer compliance with Peace Corps policies, especially related to safety and security, and initiates corrective action as necessary. Participates in the design and implementation of the Emergency Action Plan (EAP). Acts as duty officer, as needed. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

1. **IGF:**

* **May be designated limited supervisory responsibilities** if assigned by the Country Director and with the approval of the Regional Director. Personal services contractors (PSCs) may only supervise other PSCs. (See MS 732 and the Overseas Contracting Handbook)
  + Offering regular feedback: Holds private annual and mid-year Performance Reviews with all direct reports
  + Scheduling regular 1x1 meetings with direct reports: Invites direct reports to regular (weekly, monthly etc.) private 1x1 meetings wherein you offer both constructive and positive feedback
  + Ensuring your staff understand performance targets and goals: Develops Individual Development Plan (IDP) Goals at Annual Performance Reviews and reviews goal progress in 1x1 meetings throughout the year
  + Assisting in resolving issues: Uses tools (e.g. coaching, open door, modeling) to promote direct report success
  + Identifying and resolving workplace problems (e.g. absenteeism): Uses corrective action tools (verbal, written, cure notices) as needed
  + Providing reports and activity updates to your supervisor: Shares timely updates with your supervisor about projects, personnel, issues etc.
  + Working with other supervisors to resolve conflicts between departments: Meets with other supervisors to solve problems together as needed

1. **Temporary Assignments:**

* Given that as a result of the COVID-19 pandemic there will be a lengthy period where there are likely to be limited or no Peace Corps Trainees and/or Volunteers (jointly referred to as “Volunteers”) at Peace Corps/[Country], the PSC may be temporarily assigned during the COVID-19 pandemic, as determined by the Peace Corps Director, to carry out additional duties and responsibilities in furtherance of the goals of the Peace Corps in order to enhance the ability of Peace Corps Volunteers to perform functions under the Peace Corps Act, including facilitating a safe environment in order for the successful return of Volunteers.

This temporary assignment may require the PSC to provide services and/or support beyond what is listed in their current Statement of Work (SOW). The services and/or support may take many forms, examples of which may include but are not limited to, training, providing administrative, technical, medical, and/or operational assistance, building on host country programs, etc. This temporary assignment also may require the PSC to provide these services and/or support to individuals/organizations other than those listed in their current SOW such as host country government, partner organization(s), community member(s), staff, and/or contractors.”

1. **Logistics & Level of Effort & Duty Station**

Duty station is the office in Freetown. May be required to work in another town during training (typically taking place over 11 weeks in the summer, subject to revisions as needed). May also be required to travel up country as needed, including on short notice. Performs duties during a 40 hour work week. Events may require occasional work in the evenings and on weekends and holidays. May carry a duty phone.

1. **Application Requirements**

The application deadline is on **August 18Th 2022 at 5:00 PM**.

In order to be considered for this position, the applicant must;

* + Be a Sierra Leone Citizen with residency, and must not have been employed in intelligence-related activities.
  + Submit complete application package on/before the application deadline date and time by email to: [SL-pcjobs@peacecorps.gov](mailto:SL-pcjobs@peacecorps.gov) or by hand to **to HR Specialist, Peace Corps Sierra Leone, 34 Old Railway Line, Signal Hill, Freetown**
  + **Application must include the following;**
    - A letter of interest addressing the required qualifications.
    - A complete CV, to include:
* All relevant employment, including start and end dates (month and year) for each position listed, and a summary of key tasks and responsibilities for each position.
* Educational background and a list of current license(s)/Certificates/degrees etc. held (type of license, dates of issue/expiration as applicable), and/or a detailed description of equivalent experience obtained through on-the-job training.
* Contact information (name, email and/or phone number) of three professional references. At least one reference must be a current or former supervisor. Peace Corps may request additional/other references.
* Information regarding citizenship and work authorization in Sierra Leone. All candidates selected for interview will be required to produce a Government-issued ID card/National Passport/ voters ID card for review.
* All education, experience, skills and qualifications will be verified.
  + Include completed checklist (Attachment I) of detailed Job requirement in application package.

All experience, skills, and qualifications will be verified. Applicants with high potential will be scheduled for an interview at the Peace Corps office in Freetown. Employment is contingent on a favorable security background and medical check.

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Please include “**Ref: “Program Manager Education”** on the envelope submission and or in the subject line for the online application.

ATTACHMENT

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| Peace Corps Sierra Leone  APPLICATION CHECKLIST |  |

All applicants wishing to apply for any Peace Corps job is required to provide the following information below and submit with your application package.

**Name of Applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position you are applying for**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Details** YES NO

1. Have you ever served Peace Corps as a Trainee or Volunteer (Including Response or Virtual)?

If so, please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have you ever being employed as a Peace Corps staff member (US Direct Hire (USDH),

Personal Service Contractor (PSC), Foreign Service National (FSN))?

If so, please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If your answer to any of the questions above is yes please provide the following information below;

* Position location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Position type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* End date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of Applicant Date