# SCOPE OF WORK

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

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| **PSC Position Title** | Program Manager Health |
| **Reports To** | Director of Programming and Training) |
| **Supervises** | Programming and Training Assistant |
| **Base Salary** | 106,244,245 SLL plus benefits |

1. **Minimum Requirements:**

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

* Education/Certification: University degree in public health, epidemiology, social behavioral sciences, international or community development, or a related field
* Years of Experience: A minimum of 5 years of experience as an adult educator, community outreach worker, social mobilization officer, and/or development specialist.
* Proficiency in oral and written English.
* Experience working in a cross-cultural environment.
* 5 years of experience in the Sierra Leonean national health systems.
* 4 years of program and staff management experience.
* 3 years promoting behavior change principles.
* Knowledge of MS Office computer applications (Word, Excel, Outlook).

1. **Preferred Qualifications:**

* Master’s Degree in public health, epidemiology, social behavioral sciences, international or community development, or a related field

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 and in collaboration with other Programming Staff, the Program Manager -Health position provides overall management of Peace Corps Sierra Leone’s Health Project. The Program Manager-Health is responsible for the design and implementation of the Peace Corps community health project, which is to reduce maternal morbidity and infant mortality through the implementation of nutrition, health promotion, water, sanitation & hygiene (WASH) projects, and malaria activities. S/he develops plans for new projects and revises existing project plans as necessary. Further functions include identifying and developing job placements in communities around Sierra Leone for Volunteers that match their skills and related experiences; overseeing training for Volunteers; monitoring and evaluating Volunteer assignments to ensure quality and consistency with the Project Plan; assisting with the design of appropriate training to enhance the placement of Volunteers and the quality of their work; and, supporting and guiding Volunteers at their sites. The Program Manager-Health serves as liaison between Peace Corps, government officials, and non-governmental entities in order to identify and develop the project, select sites for Volunteers, and assure support of Volunteers during their service. This position requires travel 30% of the time throughout Sierra Leone and a candidate who can provide guidance and counseling to Volunteers on a twenty-four hour basis.

1. **Tasks & Deliverables**

Project Development and Management

* Develop and maintain the direction of the Community Health Project framework in cooperation with appropriate Sierra Leone officials and local counterparts, Volunteers, and other partners.
* Identify assignments/projects for Volunteers through a Volunteer application process.
* Develop potential assignments for Volunteers through visiting communities across Sierra Leone, facilitating stakeholder meetings with local representatives of the District Health Management Teams, potential health facilities, and community members.
* Communicate regularly with government entities, local stakeholders and trouble shoot any challenges.
* Initiate and maintain close and effective contacts with national and local representatives of the Ministry of Health and Sanitation, other appropriate government agencies, Non-Governmental Organizations (NGOs) and implementing partners engaged in health promotion, and any other relevant stakeholders, public or private at both the national and local levels.
* Prepare documentation for the Health 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.
* Assist in budget preparation and submissions with regard to the Health Project as necessary.
* Supervises Programming and Training Assistant (PTA) Health to achieve program goals

Volunteer Support

* Travel regularly throughout the country to establish and maintain effective working relationships with host health facilities, representatives of the Ministry of Health and Sanitation, DHMTs, and community officials.
* Visit Volunteers periodically at their sites to provide advice and assistance to them and their counterparts and supervisors to enhance working relationships and performance.
* 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 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 Volunteers.
* Coordinate with the Safety & Security Manager (SSM) and others as appropriate to ensure a safe and secure work and living environment for Volunteers.

Pre-Service and In-Service Trainings

* Coordinate with the Peace Corps Programming and Training staff for the design, implementation, and evaluation of Pre-Service Training (PST) and In-Service Training (IST).
* Participate in all training events.
* Monitor and evaluate qualifications of each Peace Corps Trainee (PCT) during and at the end of PST. Collaborate with 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 PM, PA, and 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 health implementing partners, and Volunteers.
* Utilize the Volunteer Reporting Tool (VRT) for the entire Volunteer reporting process; provide written feedback to Volunteer; 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.
* Provide site visit reports in a timely manner to Volunteers. As requested, provide site visit reports to other Peace Corps Sierra Leone staff and make recommendations regarding Volunteer performance and problems, creating and monitoring their action plans.

Other Duties

* Ensure complete confidentiality regarding all information related to PC staff, volunteers and operations.
* Provide training to staff and Peace Corps Volunteers as requested.
* Serves as back-up support for and/or carries out the duties and responsibilities of the Executive Assistant, or Medical Secretary when deemed necessary by the Country Director and/or Supervisor for the successful management of Peace Corps operations in Sierra Leone. For example, this could be during periods when those individuals are on leave and/or during lapses of staffing or periods of staffing shortages.
* Performs other duties or assignments, when deemed necessary by the Country Director and/or Director of Programming and Training for the successful management of Peace Corps operations in Sierra Leone

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.
3. S&S:

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

Duty station is the main office. May be required to work in another town during 10 weeks of training in the summer. May also be required to travel up country. 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**

In order to be selected for this position, the applicant must be a Sierra Leone Citizen with residency, and must not have been employed in intelligence-related activities.

All applications must be submitted before the date and time documented below and must include the following supporting documentation:

* + Typed letter of interest
  + CV that clearly documents how you meet each of the above required qualifications
  + At least three traceable professional references and contact information
  + Copies of all certificates related to the qualifications needed for this position
  + A legalized photocopy of the ID card and proof of legal residence
  + The subject line of the typed letter of interest must indicate the PSC Position Title of the job you are applying to be considered for review.

Submit your application by email to: sl01-pcjobs@peacecorps.gov or by hand to: HR Specialist, Peace Corps/Sierra Leone, 34 Old Railway Line, Signal Hill, Freetown, Sierra Leone on or before 5:00PM on Monday, January, 4th, 2021.

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.