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The United States Peace Corps Togo is seeking an individual for the position of

**Program Manager for Agriculture**

**OPEN TO: All qualified candidates**

**POSITION: Program Manager for Agriculture**

**OPENING DATE: July 2, 2019**

**CLOSING DATE: July 23, 2019**

**STATUS: Full Time (40 hours per week)**

1. **BACKGROUND**

Under the supervision of the DPT, the Program Manager (PM) is responsible for the planning, development, implementation, and administration of Peace Corps/Togo’s agriculture project. The PM represents Peace Corps/Togo with governmental and non-governmental officials when facilitating meetings in the interest of the program. PM primary responsibilities include developing and implementing a project-specific site management strategy that is aligned with national and regional priorities and Peace Corps/Togo’s Logical Project Framework goals and activities; identifying Volunteer sites/work zones in coordination with key staff to ensure quality placement and meaningful work; conducting site visits to Volunteers; organizing meetings; working with training staff to design and deliver training to Volunteers and Host Country Nationals who support Volunteers, and reviewing Volunteer reports. The PM serves as a member of the Programming and Training (P&T) team and supports Volunteers and Response Volunteers. The PM must be willing to travel extensively in the field in order to fulfill responsibilities.

1. **MAJOR DUTIES AND RESPONSIBILITIES**

The duties of the Program Manager include but are not limited to:

**Site and Volunteer Management                                                                            55%**

***Note:*** *The nature of Volunteer support requires unusual work patterns including: extensive travel (approximately 40% of time away from the Peace Corps office in Lomé usually to Volunteer sites, PST sites, and the Pagala Training Center); the need to be accessible 24 hours a day and 7 days a week to respond to Volunteer emergencies; emergency trips to the field; counseling Volunteers on work and personal issues.*

* Site identification and preparation - In coordination with Program and Training staff and other Senior Staff members, develops project-specific site identification and preparation strategy that is aligned with Peace Corps and partner priorities and supports post’s Volunteer placement model. Identifies appropriate interventions for Peace Corps Volunteer (PCV)/Peace Corps Volunteer Leader (PCVL) support in site identification and preparation processes.
* Site management strategy - Meets with appropriate government officials, stakeholders, and currently serving Volunteers throughout the site management process and the year to maintain project relationships, particularly with relevant Ministry contacts.
* Site matching and assignment - In coordination with other staff, assigns Volunteers to sites after ensuring that sites meet established Peace Corps criteria.
* Site monitoring and assessment - In coordination with Regional Coordinators (RCs) and other members of Senior Staff, conducts periodic site visits as required. Completes all required site visit documentation as outlined by Peace Corps/Togo Site Management and Monitoring Standards.
* Site history file maintenance - Ensures site management files (electronic and hard copy) are developed and maintained according to PC/Headquarters Manual Section 270 requirements and post-specific policies.
* Coaching - Reviews, monitors, and evaluates Volunteer progress to identify strengths, weaknesses or deficiencies and provides necessary professional and personal guidance, motivation, and encouragement to Volunteers.
* Performance management - Assess Volunteer performance through the Volunteer Reporting Form (VRF), site visits, and consultations with technical and cultural counterparts at the community, regional and national level. Inquire about personal andwork related problems or limitations, and provide advice and consultation as necessary. Ensures Volunteer adherence to Peace Corps policies and standards of conduct. Documents cases of inappropriate behavior and briefs the DPT and CD in a timely fashion. When appropriate, takes steps to overcome any identified deficiencies or obstacles, including disciplinary actions when necessary.
* Trauma-informed support – Understands the physical, social, and emotional impact of trauma on Volunteers and provides victim-centered support.

**Project Definition, Development, and Management                                             20%**

* Project design/review - In collaboration with post staff and Headquarters technical specialists, takes the lead in reviewing, redesigning, and writing a project framework for the agricultural sector consistent with Togolese priorities and Peace Corps capacities. The project must meet PC programming criteria and must be developed in conjunction with Government of Togo officials, PC staff and Volunteers, and community participants.
* Project monitoring and evaluation - Monitors trends in sector technical areas such as Ministry changes and initiatives as well as initiatives by other development entities working within the sector and advises the DPT on potential modification of project initiatives and directions. In coordination with Monitoring, Reporting and Evaluation (MES) Specialist, monitors progress towards project goals and objectives by ensuring collection of quality data by Volunteers. Analyses data and recommends project modifications based on data.
* Project reporting and dissemination - In coordination with DPT and MES, completes annual status reports related to the sector project. Contributes to the preparation of reports on the country program as required by Peace Corps/Headquarters or for other publicity and communications purposes. Maintains written and face-to-face contact with government officials, NGO project coordinators, and other field staff with respect to issues such as technical support, housing, supervision and program development and implementation.

**Training                                                                                                                      15%**

* Trainee assessment - Participates in the Trainee Assessment process and shares feedback regarding the readiness of each Trainee to perform in his/her proposed Volunteer assignment.
* Instructional design - As a technical expert and program specialist, assists training staff in developing pre-service and in-service training curriculum and materials according to sector needs and objectives.
* Training facilitation - Participates in Pre-Service Training (PST) and In-service Training (IST) events by facilitating sessions as needed and collaborating with sector technical trainers.
* Training administration - Actively participates in the Training Design and Evaluation process to ensure the 27-month training curriculum accurately reflects the Logical Project Framework (LPF), its accompanying M&E Plan, and PCV training needs.
* Training evaluation – Uses evaluation results to revise and enhance future sector training activities.

**Other:                                                                                                                          10%**

* Acts as backup to other staff, as required
* Acts as occasional money holder
* Carries the Peace Corps Security Duty Phone on a rotational basis
* The incumbent supervises a Regional Coordinator/Program Assistant.
* Other tasks as may be assigned by the supervisor
1. **MINIMUM QUALIFICATIONS REQUIRED**

**Education:**

The position requires a master’s degree in Agriculture or a related field (i.e., agroforestry, animal husbandry, fisheries, soil and water management) or a bachelor’s degree with at least ten years of relevant agriculture or related field work experience.

**Prior Work Experience:**

* Six or more years of progressively responsible experience in relevant fields (agriculture, project design and management, Volunteer programming, etc.) is required.
* Strong experience (at least three years) working closely with or supporting international students, volunteers, interns or others from a different culture, or significant experience working and living in another culture is required. Significant experience as a trainer and/or in the development of training programs is required.
* Experience in grassroots community development is required.

**Language Proficiency:**

* Level 5 (translator) written and spoken **English, and French** is required
* Proficiency in one or more of Togo’s local languages is desirable.

**Skills and Abilities:**

* Ability and/or experience working with local government officials at all levels.
* Experience with an American organization and/or culture. Must also have a good knowledge of or interest in American culture and issues of cross-cultural differences.
* In depth knowledge of rural Togo and the Togolese education system are a plus.
* Good computer skills in MS Office (e.g. Word, Excel, Power Point, Outlook) are required.
1. **DESIRED QUALIFICATIONS**
* Counseling and networking
* Good conflict resolution skills in a cross-cultural setting
* A sound knowledge of community development issues and problems is necessary in order to recommend useful sectoral programming guidelines.
* Good understanding of NGOs and international development operations.
* Knowledge in areas of community development, group dynamics, and participatory approaches to development.
* Understanding of the traditional and modern dynamics of the society.

*This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.*

1. **POSITION ELEMENTS**

**Supervision received**

Position is supervised by the Director of Programming and Training however, must be able to function well independently.

**Physical condition:**

The duties and responsibilities of the Program Manager are executed from both the office in Lomé and field visits. Travel to the field may be required approx. 40% of the time.

# **Core Leadership Responsibilities**

# The Contractor is expected to carry our all tasks in accordance with “Core Leadership” responsibilities (see attached)

# **Safety and Security:**

Addresses safety and security proactively by ensuring appropriate assignments for Volunteers and adhering to Peace Corps site development policies and procedures. Identifies and communicates Volunteer safety and security concerns or issues to the Safety and Security Coordinator (SSC) 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.

**Availability for Temporary Duty**

The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps’ as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.

**Supervisory responsibilities**

The Contractor 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.

**Occasional Money Holder**

The Contractor 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 Contractor may also be required to courier cash to PC trainees or volunteers. The CONTRACTOR 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 CONTRACTOR 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.

**Safe driving**

* 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).
1. **HOW TO APPLY**

All the applications including a cover letter and curriculum vitae in English with three references, copies of most recent diplomas, work certificates and a valid police record (*Casier Judiciaire datant de moins de trois mois*) must be sent to the following address by **July 23, 2019**: **TG-JOBS@peacecorps.gov**