

**SCOPE OF WORK**  
(Recruitment, PSC Duties, and Performance Reviews)

<b>Organization</b>	US Government – Peace Corps Sierra Leone
<b>PSC Position Title</b>	Programming and Training Assistant Health
<b>Reports To</b>	Program Manager Health
<b>Supervises</b>	N/A
<b>Annual Base Salary</b>	92,883,697.00 SLL
<b>Contract Type</b>	Full-Time, 40 Hours per Week
<b>Duty Location</b>	Freetown, Sierra Leone

**1. Minimum Requirements:**

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

- Education: University degree in public health or a field of study relevant for projects in community health
- Years of Experience: At least 3 years' experience in community health working with relevant government agencies, NGOs, or private enterprises
- At least 1 years' experience in training delivery or community outreach using adult education methods
- At least 1 years' experience working within a multicultural organization
- Job experience in a position that requires working independently with limited supervision
- Extremely organized and detail-oriented
- Ability to design, implement, and evaluate program activities
- Ability to engage in both intellectual and manual endeavors
- Proficiency in oral and written English and Krio.
- Experience working in a cross-cultural environment
- Proficient in MS Office computer applications (Word, Excel, Outlook).

**2. Preferred Requirements;**

N/A

**3. 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

**4. Objective of the Position**

The Programming and Training Assistant (PTA) serves as the principal technical associate for Peace Corps Sierra Leone's Health Project. The incumbent will support the Program Manager (PM) and works as part of a team collaborating with the Programming and Training Unit. The PTA will actively contribute to the design, implementation, and evaluation of program activities and correlated trainings for the health project. The Health PTA will support the PM in the planning, researching, managing and evaluation of the Health program and assists in providing technical and administrative support to Peace Corps Volunteers (PCVs) and Trainees. The Health PTA also serves as the head technical trainer during Pre-Service and In-Service trainings (PST/IST), enabling training and programming to be fully integrated into the Health program. Additional responsibilities include managing the Volunteer Reporting Process which includes training, trouble shooting, reporting and coordination with all post staff and Volunteers. The incumbent is authorized to act as Occasional Money Handler.

**5. Tasks & Deliverables**Trainings:

- Coordinate with PM and the other training staff on the design, implementation, and evaluation of the Pre-Service and In-Service Training events for Health project. 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 Health project. 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.

## ATTACHMENT I

- Participate, as agreed upon with the PM, and TM, in all training events. This would include preparatory Training of Trainers (TOT), ongoing evaluation meetings, and debrief meetings.
- Leads the Training of Trainers for the Health component of the training group.
- 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 the 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

### Volunteer Support:

- 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.
- Maintain up-to-date information regarding relevant legislation; national policy changes; contact lists of relevant local organizations, institutions, and agencies; and other published resources including reference texts, professional journals and other similar information; and make the information readily available to Volunteers.
- Serve as resource person for PCVs regarding technical, logistical and moral support for PCVs.

### Program Development and Management:

- Assist the PM to develop potential assignments for PCVs through community visits and meetings with local representatives of the Ministry of Health and Sanitation (MoHS), potential host health facilities, 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 health facility'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 MoHS, other appropriate government agencies, Non-Governmental Organizations (NGOs) engaged in community health work, and other organizations and groups, public and private, utilizing or likely to utilize PCVs at both the national and local levels.
- Monitors MOHS and NGO activities and initiatives in malaria, nutrition, water, sanitation and hygiene. Explores and provides input concerning potential collaboration between Peace Corps, GoSL, and implementing partners.
- Represent Peace Corps in negotiations with these stakeholders on the qualifications, numbers, and placement of PCVs.
- 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 Primary and Secondary Education PTA will assist with this duty, final responsibility rests with the PM.
- Conducts field visits to provide technical support to PCVs.
- 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

- 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.

## 6. Standard Roles and Responsibilities

### A. 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.

### B. S&S:

- **Other Programming Staff** - Addresses Volunteer safety and security by adhering to Peace Corps site development policies and procedures. Identifies and immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and the Country Director (CD). Assists Program Managers/APCDs to ensure that 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, and incorporates appropriate safety and security-related information into site history files. Monitors Volunteer compliance with Peace Corps policies, especially related to safety and security. 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.

### C. IGF:

- N/A

### D. 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."

## 7. 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.

## 8. Application Requirements;

Application deadline is on **January 26<sup>th</sup> 2022 at 5:00 PM.**

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

1. Be a Sierra Leone Citizen with residency, and must not have been employed in intelligence-related activities.

ATTACHMENT I

2. 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: HR Specialist, Peace Corps/Sierra Leone, 34 Old Railway Line, Signal Hill, Freetown, Sierra. 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) 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.
3. 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.

Please include “**Ref: Programming and Training Assistant Health**” on the envelope submission and or in the subject line for on-line application.

**Note: This vacancy advertisement supersedes the advert that was sent out earlier**

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:** \_\_\_\_\_

<b>Details</b>	YES	NO
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1. Have you ever served Peace Corps as a Trainee or Volunteer (Including Response or Virtual)?	<input type="checkbox"/>	<input type="checkbox"/>
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If so, please specify \_\_\_\_\_

2. Have you ever being employed as a Peace Corps staff member (US Direct Hire (USDH), Personal Service Contractor (PSC), Foreign Service National (FSN))?	<input type="checkbox"/>	<input type="checkbox"/>
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If so, please specify \_\_\_\_\_

3. 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: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date