

*US Peace Corps – Colombia seeks*

**PROGRAMMING & TRAINING SPECIALIST FOR TEACHING ENGLISH AS A FOREIGN  
LANGUAGE**

**(PTS / TEFL)**

**TEFL Program – Caribbean Region**

The U.S. Peace Corps takes a unique approach to making a difference. Our mission is to promote world peace and friendship by contributing to capacity-building and projects that are hands-on, grassroots-driven, and lasting. We work for the wellbeing and prosperity of vulnerable rural populations through the collaboration of professional American Volunteers.

This is a full time position based in Barranquilla, under the direct supervision of the TEFL Project Manager (PM), in collaboration with the TEFL Regional Manager (RM). The position also coordinates and works closely with the Master Trainer (MT) during training seasons.

The PTS / TEFL supports the planning, development, implementation and administration of the TEFL project and supports the volunteers working on the project in administrative, training, and project-related issues. The PTS / TEFL implements approved activities that meet continued programming and training needs for Staff and Volunteers.

This position provides on-going technical assistance and guidance to approximately 40 TEFL Volunteers through site visits, phone calls, e-mails, etc; and carries out site identification and development processes in the Caribbean Region as well as provides host family training and orientations. The position coordinates with the Master Trainer to diagnose needs, design learning objectives and methodologies, and deliver training.

Candidates must possess the following minimum qualifications:

**Education:** Bachelor's degree in one of the following subject areas: English Education; Education; English, Humanities; or TEFL.

**Prior Work Experience:** Three or more years teaching English in a classroom setting, with particular focus on Co-Teaching methodology, as well as strong Training skills (specifically NFE/adult education techniques), gender and community analysis, and experience as Training of Trainers.

**Language Proficiency:** Strong communication and cross cultural skills in spoken and written English and Spanish - Level IV (Fluent).

**Knowledge:** Knowledge of and experience in methodology techniques for teaching English as a foreign language; Knowledge of Colombian Culture, institutions and current country needs.

**Skills and Abilities:** Strong leadership and interpersonal skills. The ability to maintain good working relationships with Staff (American and Colombian) and Volunteers. Ability to develop and maintain mid-level contacts within the host government, international aid agencies, and the private sector. Ability to plan, organize and execute specific activities within the project and to prepare precise, analytical reports. Ability to render advice employing sound judgment within Agency guidelines. Basic computer skills (Microsoft Office) required.

**Others:** Valid Colombian driver's license required; excellent ability to drive a vehicle and to travel throughout the Caribbean Coast of Colombia approximately 50-60% of time either accompanied or alone.

**Salary:** COP \$58,195,273 annual basic salary (before discounts and benefits)

For more information visit our webpage: <https://www.peacecorps.gov/colombia/contracts/>

**\*\* Applicants for the position must:** 1). Be Colombian citizens or have a valid work visa, 2). Possess an excellent manual shift vehicles driving record and valid Colombian driving license Category B1 or B2, 3). Successfully complete all Medical Examinations required by the Agency and/or the US Embassy for Staff allowed to drive official vehicles; 4). Successfully carry out the Security Study carried out by the Embassy of the United States of America and 5). Possess the complete vaccination scheme against Covid-19.

**\*\* Applicants who have ever served Peace Corps as a Trainee or Volunteer (including Response), or as a staff member (USDH, PSC, or FSN), must specify the position location, position type, title, and starting and ending dates.**

**\*\* One or more positions may be filled from this announcement.**

**\*\* Peace Corps will not discriminate against an applicant because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 years or older, except when the applicant is beyond the mandatory retirement age in the country of assignment), their disability or genetic information.**

**\*\* Additional requirements related to the verification of work references, knowledge in Microsoft Office and IT Systems, etc; will be evaluated for the selected candidates.**

**\*\* Only those invited to the interview will be contacted, after verification of compliance with the profile of the position described.**

**\*\* Peace Corps reserves the right not to evaluate or offer a personal service contract to a person who has a history of underperformance or past misconduct as a Trainee, Volunteer, or Peace Corps (USDH, PSC, or FSN) Staff member; or who is a relative or household member of a current Staff of the Agency.**

**\*\* Individuals who have or have had connections to intelligence activities or agencies through employment, related work, or even family relationships may not be eligible to be hired by the Agency.**

**\*\* The individual selected will be required to follow any workplace health and/or safety rules indicated for their position – including complying with any medical and/or training requirements specified for their position in accordance with public health and/or occupational health or safety policies.**

**\*\* The individual selected may be asked to complete one or more temporary duty assignments at other Peace Corps posts, transfer to another Peace Corps post, or to complete a detail with another USG Agency, a Peace Corps Headquarters office, or with a post other than the post of assignment. As part of an approved detail, the individual may be requested to perform work that may be specifically in line with or may add to the duties stated in the contract.**

***Only applications with a Cover Letter and Resume in English sent to [co-jobs@peacecorps.gov](mailto:co-jobs@peacecorps.gov) will be considered.***

***Please send Cover letter and Resume in PDF format or in Microsoft Word before **November 4, 2023**. Please make sure that the E-mail Subject references the position title “PTS TEFL”.***