



**The United States Peace Corps program in the Philippines seeks qualified candidates for the position of:**

## **COMMUNICATIONS SPECIALIST (CS)**

**TYPE OF CONTRACT: Personal Services Contract (PSC)**

*The contract is for 1 year & renewable, subject to performance and funding availability.*

### **General Position Description**

Peace Corps is an international network of Volunteers, community members, host country partners, and staff collaborating to support Peace Corps' mission of promoting world peace and friendship through service and intercultural exchange.

The Communications Specialist (CS) is based in Peace Corps-Philippines (PC-P) Executive Unit and reporting to the Country Director (CD). The CS provides administrative and communications support to the Office of the CD in particular, and to PC-P post in general, highlighting its impact and helping to coordinate its activities. The CS screens and responds as appropriate to communications and inquiries directed to the CD and sets-up and prepares agendas and handouts and establishes protocol for executive meetings, official visits, and events. The CS assists in managing PC-P's print and electronic communications. The CS liaises with various U.S. Mission agencies, non-governmental organizations, and host country agencies regarding Peace Corps' program and projects. The CS is responsible for supporting all of post's public-facing electronic and print communications; collaboration with all Post units (Executive, Programming and Training, and Administrative and Finance), Volunteers, and the broader network in identifying, developing, editing and posting stories, features and educational materials used in promoting, fostering, and supporting relationships with stakeholders throughout the Philippines, up to the United States, and even globally.

### **DUTIES AND RESPONSIBILITIES**

#### **A. Communications and Public Relations**

1. Leads development and maintenance of post's communication strategy to promote Peace Corps' mission and three goals and highlight the unique service journeys and inter-cultural learning of PC-P's network of Volunteers, community members, partners, and staff.
2. Serves as brand manager helping ensure adherence to Peace Corps branding guidance and messaging alignment functions. Liaises with host country agencies, with Communications, and Volunteer Recruitment & Selection (VRS) teams at Peace Corps headquarters and shares and trains posts staff and broader network on Peace Corps brand and messaging guidance for items such as letterhead, signature lines, use of logos, messaging for different outcomes (e.g., recruiting Volunteers, recruiting partners, demonstrating impact, and supporting goals 2 and 3, etc.).
3. Communicates with the Chief of Mission office and US Mission agency/section head secretaries to coordinate communications and meetings on behalf of Peace Corps. Ensures professional and timely communication with the US Embassy at all times.
4. Takes, develops, creates, and edits photo, video, and graphic content and designs impactful, sharable, and reusable content for use in post websites, social media channels, print and electronic reports, training materials, and newsletters.
5. Develops training materials to support staff and network partners to effectively capture photographic and videographic materials and develop infographics for use in documenting impact.
6. Develops and maintains a clear media filing system including ensuring that all shared media are easy to locate and that they have appropriate waivers in place for their usage.
7. Collaborates with PC-P's network of stakeholders to highlight our collaborative efforts to promote Peace Corps' mission through impact stories, social media posts, and other communications works.
8. Manages relationships with media, including working with Embassy's Public Affairs Section, developing media releases, and ensuring media coverage of post and PC-P network events and activities as appropriate.
9. Monitors Volunteer, Embassy, and network blogs and other social media, reposting as needed on the PC-P website and social media channels and brings concerning posts and comments to the attention of the CD.
10. Develops, curates, and coordinates content; formats; and posts on public facing websites and social media platforms. Publishes and distributes post-wide public-facing electronic and print materials including promotional brochures, banners and signs, and Post's Annual Report.
11. Develops, formats, copy edits, compiles, and distributes post's internal newsletters.
12. Manages and maintains content of Post's internet sites to keep them updated and relevant (PC-P Website and Workspace, among others).

13. Along with the CD or designee, co-leads Peace Corps Philippines media and communication committee to support network in identifying, gathering, editing, and using media content to support positive communication outcomes and goals.
- B. Event Management, Embassy Liaison & Administrative Support
1. Bound by strict discretion and confidentiality relating to all communications, carries out the directives and decisions of the Country Director (CD).
  2. Provides communications and administrative support for the CD including managing correspondence; coordinating CD in-country travel; and supporting the internal flow of information from the CD office/Executive unit to other units within Peace Corps Philippines.
  3. Liaises with the Embassy for the following tasks such as but not limited to – coordinating arrival/departure of all USDHs at Post, coordinating PC events at the Embassy, and managing online accounts for information access, database entry and updates.
  4. Manages event calendar and coordinates All Staff meetings and other executive meetings as directed by the CD.
  5. Coordinates and oversees arrangements for official post functions and events, especially PC-P hosted international conferences, to include assistance, reception and hosting of guests and visitors.
  6. Maintains files and keeps records up to date in the following categories: official correspondence; PCV files; confidential files; and partner agencies.
  7. Receives official correspondence directed to Post or the Country Director and informs the Country Director.
  8. Performs general clerical tasks and other administrative duties as assigned.
- C. Volunteer Support
1. Updates and maintains the Volunteers Service Handbook under the direction of the CD.
  2. Administers and maintains Policies & Procedures Section on Learning Space and contributes to creation of online training modules on behalf of the Executive Unit.

Other Duties

1. Performs other duties, as assigned by Supervisor.
2. Performs back-up duties when other staff members are not available, as assigned by Supervisor.
3. Completes training requirements and takes advantage of training opportunities provided to PC staff, prioritizing professional development.
4. Coordinates and collaborates with staff from other units within PC-P; and,
5. May serve as Committee Liaison or support Staff and PCV Committees as needed.

EMPLOYMENT INFORMATION

- A. Eligible Applicants  
Open to all interested individuals who are Filipino citizens or non-Filipino citizens lawfully admitted for permanent residence in the Philippines, and who also have the required work permits. PC does not sponsor work permits nor reimburse travel/transportation of household effects to/within the Philippines for purposes of this application.
- B. Length of Contract  
The contract will be for a base period, with up to four option periods, exercisable at the unilateral option of the Peace Corps based on satisfactory performance, continued need for the position, and availability of funds.
- Contract Contingency  
The contract is contingent on the satisfactory results of character reference checks; pre-employment medical examination including submission of required vaccinations or other medical information etc.; and full background investigation for a security clearance by the U.S. Embassy Regional Security Office (RSO). *Failure to promptly submit the complete requirements for reference checks, medical exam and background checks will be grounds for the Peace Corps to rescind any conditional pre-contract offer letter and begin negotiations with the next most qualified/highest ranked applicant.*
- C. Duty Station and Level of Effort  
The Peace Corps Philippines office is located at the 6<sup>th</sup> Floor, PNB Financial Center, Macapagal Ave. , Pasay City, Metro Manila. The typical work schedule is from 8:00 am to 5:00 pm, with 9:00 a.m. to 3:00 p.m. as the core hours, Monday through Friday. Staff may be required to be on-call, to travel, or work extra hours on weekends or during certain times of the year as required to support PC Volunteers and Post operations.
- D. Compensation and Benefits  
Annual Salary is negotiable within the range of PhP833,292.00 to 1,291,610.00, based on salary history and experience.
- Benefits:
- Miscellaneous Benefit Allowance
  - Mid-Year bonus
  - Year-End bonus
  - Paid leaves (annual and sick leave) – leave earning starts after six months of employment
  - Contributions payment to Philippine Social Security System, PhilHealth and Home Development Mutual Fund (Pag-IBIG)
  - Supplementary Health Insurance Plan to include eligible dependents

- Group Life Insurance Plan
  - Supplemental Retirement Plan – eligibility starts after 5 years of continuous employment with Peace Corps-Philippines
- E. Peace Corps Management Prerogatives
- E.1. Peace Corps reserves the right to not evaluate or to withhold an offer of a personal services contract to an individual that has a history of poor past performance or conduct as a Peace Corps Trainee, Volunteer, or staff member (USDH, PSC, or FSN).
- E.2 Peace Corps reserves the right to withhold an offer of a personal services contract to an individual that is a relative or household member of a current Peace Corps staff member.
- E.3. That individuals who have current or prior connections with intelligence activities or agencies through employment, related work, or even family relations may be ineligible for a personal services contract.
- E.4. That the individual 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.
- E.5. 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 or older, except when the applicant is beyond the mandatory retirement age in the country of assignment), disability, or genetic information.
- E.6. That the individual 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.

## QUALIFICATIONS

- Education: bachelor's degree in Liberal Arts, Communications, Management or related degrees.
- Prior Work Experience: Cumulative five years of progressive position of responsibility in the line of executive support and communications, writing and public relations in an international organization or NGO, or comparable environment.
- Language Proficiency: Level 4 (fluent) Oral and Written communication skills in both English and Filipino.
- Job Knowledge: Good working knowledge of – (a) Policies and protocols for internal & external communication and public relations, (b) records management, (c) events management, (d) social media management and leveraging social media for effective outreach and communication, (e) Volunteerism and its place in the local , regional, and international scene.
- Skills and Abilities:
  1. Organizational Skills- Excellent organizational and administrative skills with strong attention to detail, priorities, and quality output.
  2. Communication/Writing Skills – Professional oral and written communication skills in English (annual reports, presentations, event briefings, press releases, newsletters, weekly updates, official correspondences).
  3. Computer Skills - Highly proficient in the most widely used computer applications and tools in writing, editing, lay-out & publishing for traditional and social media. Advanced skills in photography, graphics, video and audio design software (Adobe Creative Suite), data visualization, basic knowledge of HTML, Canva, experience in social media management (Facebook, Instagram, Twitter, YouTube), good working knowledge of MS Teams and Zoom, and Google Analytics.
  4. Multitasking Skills - Demonstrated ability to manage multiple projects simultaneously and consistently deliver high quality results on time and on budget. Highly motivated, persuasive, priority-driven and collaborative.
  5. Initiative and Ingenuity - High degree of judgment, maturity, and ingenuity to anticipate needs, offer solutions/recommendations, coordinate and support activities that lead to mutual success across different units of the organization.

### Rating System

1. Education (PASS/FAIL)
2. Prior Work Experience (PASS/FAIL)
3. Language Proficiency / Communication Skills (20 points)
4. Job Knowledge (40 points)
5. Skills and Abilities (40 points)

## PROCEDURES FOR APPLICATION

Email the following documents to PH-vacancy@peacecorps.gov, with the code 'CS' on the subject box for application to be considered:

- 1) Cover letter/Letter of Interest: The cover letter should contain an overview of the applicant's qualifications and must state how s/he meets the minimum qualifications.
- 2) Current comprehensive resume (CV) :
  - The CV must contain sufficient relevant information to evaluate qualifications in accordance with the stated evaluation criteria. Please indicate the year of graduation for every degree completed, as well as the period of employment for each job in complete date format (e.g., July 01, 2015, to December 31, 2018).
  - Identify in the CV and cover letter whether or not applicant has served Peace Corps *as a Trainee or Volunteer* (including Response or Virtual), *or as a staff member (USDH, PSC, or FSN)*, and if so, to identify the position location, position type, title, and starting and ending dates.
  - The CV must also include a minimum of **three (3) references** with name, job title & contact information (email address and mobile number). The references may be current or previous supervisors or work colleagues who can respond to reference checks on the applicant's professional expertise and work ethic. The Contracting Officer or the Technical Evaluation Committee may also reach out to other references not provided by the applicant.

Deadline for application: November 30, 2023.

*In the event that no candidate is selected for the position, application will remain open until the position is filled.*

*By submitting your application papers and documents, you certify that all of the information provided are true, correct, complete and made in good faith. You agree to allow all information submitted to be verified.*

*We will only contact applicants who are being considered. No need to follow-up. Thank you for understanding.*

**EQUAL EMPLOYMENT OPPORTUNITY** The Peace Corps is both a federal agency and a vehicle through which American citizens offer needed assistance to people around the world and, in doing so, promote greater cross-cultural understanding between Americans and the people of the host countries. The fulfillment of the Peace Corps' mission to foster greater understanding among the world's citizens requires that we adhere to the highest standards with respect to equal employment opportunity for all Volunteers, employees, and applicants. Discrimination based on factors that have no bearing on a person's ability to serve and perform his or her duties is not permitted and will not be tolerated.