



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

Program Assistant – Education

[Code: PA-EDU]

TYPE OF CONTRACT: Personal Services Contract (PSC)

Contract is for 1 year & renewable, subject to performance and funding availability.

POSITION FUNCTION

Under the supervision of the Education Program Manager (EDU PM), the Program Assistant assists in the day-to-day operations, planning, implementation, and monitoring of projects, as well as in volunteer site identification and volunteer support. The Program Assistant operates in a three-person team with the PM and Community Integration Coordinator (CIC) and coordinates with other Program unit members as well as the Training and Administrative units to find a common approach. The Program Assistant further provides administrative support to the Program and Training Unit's operations including, but not limited to trainings, report monitoring, leave requests, and management of contacts and external counterparts.

Major Duties and Responsibilities

Program, Training, Volunteer Support

- Contributes to the maintenance and updating of Volunteer communication roster/ databases; works closely with Volunteer Support Unit to ensure accurate and timely changes to PCV info in various tracking systems.
- Helps organize, plan and provides admin support to PC program/training events and participates in those conferences as facilitators (when appropriate).
- Receives and tracks volunteer leave and endurance sport requests and circulates for approval and signature of PM and other appropriate staff members, maintains all records regarding such requests and provides update to Volunteers on their leave status.
- Assists the EDU PM in leading the technical and administrative sides of trainings (IST/PST/MST/COS/SPA) through curriculum planning, supervision of PST technical staff, monitoring of technical training events, facilitating sessions as needed, and managing overall technical training components.
- Assists EDU PM in managing PCT/Vs issues, helping them resolve the situation and serve as a coach in PCT/V problem solving process.
- Supports EDU PM in providing high quality and timely response to PCVs report and partners' feedback. Help the EDU PM in establishing regular communication with EDU PCVs through quarterly email update, technical call-ins, and intervention phone calls (as needed).
- Works closely with the EDU PM in the comprehensive site matching process through detailed analysis of PCTs background, skills and attitude and Host Agencies' needs and dynamics.
- Maintains contacts with Host Government Agencies and coordinates with appropriate level personnel regarding any program-related requirements such as Host Government Volunteer Request Forms, Bio-Data submission and approval, and other Host Government reporting requirements.
- Maintains contacts with Host Government Agencies and submits program reports such as Quarterly Volunteer Reports and emergency communication updates and facilitates dissemination of information as appropriate.
- Establishes and/or strengthens partnership with local, regional and national partners and attend regular network meetings as well as represent Peace Corps EDU Program in various inter-agency partnership meetings.

- Conducts site assessment visits, PCV site visits (including intervention visits), and housing checks and provides field assistance to EDU PM and CIC as needed and directed by the Director of Programming and Training (DPT).
- Under the guidance of the DPT and EDU PM, assists in the preparation of periodic program documentation for PC headquarter submission, e.g. CD Quarterly Report, Quarterly Trainee Requests, Volunteer Assignment Descriptions, Project Status Reports, Stages I and II Integrated Planning and Budget Systems.
- Organizes the site identification process including preparation and review of site information packets, tracking Local Partner Institutions' submission of required forms, and monitoring progress toward meeting site identification targets.
- Conducts research and participate in special studies relative to the development of Peace Corps' programs.
- Coordinate the management of other program activities such as the Write On! Competition, World Wise Schools, and small grants program
- Supports the PM in sector activities such as the Project Framework review and design, PAC meetings, and other works with DepED Central Office, regions and divisions, and schools

Administrative Support

- Provides administrative/logistical support to the program staff regarding official travel including motor vehicle request, flight schedules, and lodging reservations.
- Stays informed of Peace Corps manual regulations and policies and mission administrative notices for the purpose of updating the Program Staff on new regulations and administrative procedures.
- Serves as liaison for visiting program staff or PC program consultants by coordinating travel plans, preparing briefing packets, arranging for hotel reservations, etc.
- Logistics of EDU Technical Training – handles coordination between Admin and Volunteers plus local counterparts, this includes personal information requirements, computing allowances, requesting travel tickets and invitations.
- Preparation , including securing approval and signatures, and distribution of certificates to HCAs, host families and other work partners as needed.
- Coordinates PCV Leave Forms such as but not limited to checking leave data and handling signatures to complete the form.

Secretarial Support

- Supports the Director of Programming and Training by handling and relaying messages (and as directed other program staff when those staff are not in the office).
- Greets and meets Program Unit's visitors, attending to each or referring to appropriate offices.
- Maintain Program calendar and assure that appointments and submission deadlines are kept.
- Collates, packages and prepares for distribution of pertinent printed materials for meetings and correspondence (PCV site packets, site identification packets, etc.).
- Establishes and maintains Program files.
- Efficient and responsible handling and safekeeping of records both electronic and hard copies, compliant with Peace Corps Record Management policies and procedures.
- Assist the EDU PM and CIC in documenting all sites visited using the agreed upon site assessment form with very detailed information for each site. Coordinate with different units (S&S, PCMOs, others) in ensuring the site assessment is thorough and complete.

Safety and Security

- Assist PM and CIC in documenting site locator forms by uploading them in VIDA.
- When assigned, conducts PCV housing checks to certify they meet PC standards.
- Collects, uploads and maintains site history files.
- Ensures all PCV incidents are properly reported.
- Understands and performs role as specified in Post EAP.

Additional Information

A. Eligible Applicants

Open to all interested individuals who are Filipino citizens residing in the country.

B. Personal Services Contract:

B.1. Length of Contract

The anticipated 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.

B.2. Contract Contingency

The contract is contingent on the successful completion 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, Level of Effort, and COVID 19 Flexibilities

The Peace Corps Philippines office is located at the 6th Floor, PNB Financial Center, Macapagal Ave. , Pasay City, Metro Manila. Typical work schedule is from 8:00 am to 5 pm, with 9am to 3pm 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. Salary and Benefits

- Annual Salary is negotiable within the range of PhP638,092 to PhP989,048, 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.

MINIMUM QUALIFICATIONS

a. **Education:**

Bachelor's degree. Bachelor's degree in Education or related degrees, preferred. Other fields of study are acceptable if work experience is related.

b. **Prior Work Experience:**

At least five-year of experience in the field of administrative, program and volunteer support relating to Education program or education-related activities and community organizing. Experience working in a multi-cultural environment is preferred.

c. **Job Knowledge:** General knowledge of - administrative support, records and file management, project management including budgeting, event organizing & travel and logistics, building partnerships with stakeholders. General understanding of volunteerism and its role and contribution to development in the host country.

d. **Language Proficiency:**

- Level 4 fluency in English and Filipino (Tagalog), required. Ability to speak multiple Philippine languages, preferred.

e. **Skills and Abilities:**

Proficiency in the use MS Office applications (Word, Excel, Power Point, etc.), Outlook and internet, experience in database management is required. Familiarity with data management software, preferred. Ability to communicate and establish working relationships with key contacts across levels. Be able to prioritize tasks and anticipate needs within specified time, following set guidelines and policies. The individual is also expected to travel up to 20% of the time to assist the PM and the CIC and assist in different Peace Corps events.

Applicants will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

- **Rating System**
- 1. Education (10 points)
- 2. Prior Work Experience (25 points)
- 3. Job knowledge (25 points)
- 4. Skills and Abilities (25 points)
- 5. Language Proficiency / Communication Skills (15 points)

PROCEDURES FOR APPLICATION

Email the following documents to PH-Vacancy@peacecorps.gov, with the code 'PA-EDU' 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 period of employment for each job in complete date format (e.g., July 01, 2015 to December 31, 2020).
- 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, occupation, and contact

information (email address and mobile number). The references may be current or previous supervisors or work colleagues who can respond to reference check/s 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: January 20, 2024.

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