



The United States Peace Corps program in the Philippines seeks qualified candidates for the following position for a **three to four (3-4) month** service.

EDUCATION TECHNICAL / CROSS-CULTURE FACILITATOR

(Code: EDU-TCF)

TYPE OF CONTRACT: Personal Services Contract

Projected Period of Performance: June 17 to September 25, 2024

BASIC FUNCTION OF POSITION:

With the guidance of the EDU Program Manager (PM) and the Training Manager (TM), the EDU Technical & Cultural Facilitator (TCF) is directly responsible for (1) planning and conducting technical training on Education for Peace Corps Trainees (PCTs) in the Philippines; (2) providing formal and informal instructions and advice to Trainees on life, work and cultural adaptation in the Philippines; and (3) coordination and networking with the Department of Education at the division, district, and school levels, with the local government units, and with all the stakeholders in the school community.

The TCF's primary responsibility is to equip/counsel/coach Trainees with the necessary knowledge, skills and attitudes to effectively work in public elementary and secondary schools in co-teaching English and other subjects using English as medium of instruction; supporting and organizing clubs and co-curricular activities; and in implementing secondary projects such as teacher trainings, English camps, and library development.

The TCF works in close collaboration with other PST staff to ensure successful and effective coordination of all training activities and support to American Trainees. S/he is required to follow a six-day workweek, with extended working hours until the evening, as may be necessary. TCFs report to the TM in relation to the implementation of the training design and to the EDU PM for technical guidance.

DUTIES AND RESPONSIBILITIES

A. Preparation Phase (before the PCTs' arrival at the training communities)

Training of Trainers

- Participates in the Training of Trainers (TOT), develop session designs and conduct sessions at TOT as requested.
- Participates in overall technical training design, incorporating field experiences and adult experiential learning principles and Volunteer suggestions from prior PSTs.
- Establishes and maintains technical resource center for use by trainees and training staff.
- Coordinate and collaborate with Training Team, the Education Team and co-TCFs to gain a comprehensive and holistic view of the Technical Training for Education PCTs.

Immersion at Training Sites

- Visits communities and establishes initial contacts with local government officials and potential practicum sites.



- Communicates the roles of the Peace Corps trainees working in each community to schools and local officials.
- Identifies and develops required number of practicum sites, appropriately matched to anticipated Volunteer sites.
- Analyzes trainees' aspiration statements and resumes determining their work experiences for appropriate placement into training communities.
- Visits and get to know the Host Families at site, together with the LCFs.

B. IMPLEMENTATION PHASE (with PCTs at Site)

Fundamental Role

- Provides technical support in assigned clusters.
- Acts as coach, advisor, consultant and guide for Trainees and community partners.
- Provides guidance and explanation of any work-related intercultural issues to Trainees.
- Together with the LCF, manages the day-to-day operations of the cluster site. This will include preparing micro-purchases, requesting cash advances, and preparing financial documentation to support liquidation of expenses for events and activities at site.
- Works closely with the LCF in ensuring the integration of language, technical and cultural aspects of training. Together, the LCF and the TCF ensure that all competencies required for Trainees are covered in their classes and planned activities.
- Advise Trainees in conducting community activities or projects.

Technical Role

- Designs and implements integrated learning experiences that support the development and demonstration of the knowledge and attitudes necessary for Volunteers to work effectively in their assignments.
- Exhibits knowledge and skills in information gathering in the appropriate fields and managing cluster resource centers.
- Delivers training sessions within the technical program following principles of hand-on-experiential learning as required.
- Arranges initial formal meetings with local officials, practicum sites and help in facilitating informal meetings (round table talks, seminars) or formal assignments (classroom co-teaching) in support of practicum projects.
- Serves as a liaison between the Trainees and practicum sites, establishing initial contacts, negotiating working schedule, etc.
- Offers translation assistance during initial official discussions with local authorities, officials, and practicum site management, with the understanding that a TCF will not serve as an interpreter or translator on a full-time basis for Trainees.
- Co-facilitates integrated field trips that are approved in the training program.
- Assists Trainees with lesson or session planning when needed.
- Prepares PCTs for site visits and develops a plan to be implemented during the site visits.
- Reviews site visit plans with individual PCTs and develops strategy for 2nd half of training to better prepare PCTs for work at sites.
- Reviews Trainee plans for small community projects and practicum co-teaching including goals and objectives, activities, and budget.



- Assists in carrying out regular evaluation of technical components, as part of overall training evaluation, and redesign training as necessary to ensure its relevance.
- Provides feedback to Trainees on their performance at practicum sites throughout the PST.
- Meets weekly with the technical training staff to discuss on-going technical training events and activities in communities or schools.
- Assists key PST staff with trainee assessment by providing specific feedback on trainees' strengths, areas to develop and general comments on trainee performance in the technical and cross-cultural components.
- Requests materials needed at the site and assures that necessary materials will be provided at the time of need.
- Assists and Supports sector events/activities for PCTs and community partners.
- Ensures the strict implementation of important PC policies such as policies related to alcohol and drugs, fraternization, use of helmet, safety and Covid-19 health protocols, and transportation.
- Interacts with other TCFs to ensure uniform dissemination of information.
- Serves as a Duty Officer at the training site as designated by the SSC and Training Coordinator.
- COVID-19 responsibility: all PST Team members are expected to always follow COVID19 health and safety protocols, to ensure everyone's safety and to prevent the spread of COVID-19.
- Performs other support tasks as determined by the Training Manager and the Program Manager.

C. AFTER-TRAINING PHASE (Training Close-Out)

- Submits Trainees' evaluations and thorough reports in a timely manner. Contribute to the final technical training report, documenting all lessons and activities for use in the future. Participates in the compiling and storing of technical training materials.
- Provides the LC and TM with recommendations for improvements in technical and language training for future PSTs and Language Camps.
- Comply with all PC Administrative requirements such as but not limited to completion of performance evaluation, peer feedback, exit clearance, contractor's release, etc.

D. Safety and Security Responsibilities: Per MS270, all members of the Peace Corps must be familiar with the Emergency Action Plan, their responsibilities in the event of an emergency, and with procedures for reporting and responding to safety and security incidents.

E. Occasional Money Holder: The PSC 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.

PEACE CORPS PHILIPPINES' EXPECTATIONS FOR ALL TCFs

A) Learn all the Peace Corps approaches, methodologies and strategies in conducting Volunteer Training and apply these when training PCTs PST

- The TCF would endeavor to fully understand the training curriculum that will be implemented during PST.



- Would familiarize self with the Community-Based Training (CBT) approach used by Peace Corps Philippines.
- Would actively participate in the Training of Trainers (TOT) workshop sessions & activities prior to PST.
- Would keep an open mind to learn from others, to welcome diversity & promote inclusion, to gain a holistic view and comprehensive understanding of Peace Corps' Training concepts and philosophy.

B) Teamwork + Professional Working Relationships

- Build professional & mutually beneficial relationships with fellow PST staff (LCFs, TCFs, DLAs) to support each other and work as a united cluster/team throughout the whole PST.
- Get to know and establish good relationships with Host Families based on honesty, genuine concern, mutual trust & respect. The same goes for the other members of the community, representing the best of you and that of the Peace Corps.
- Willing and able to give and receive feedback out of genuine concern for colleagues and PCTs.
- Promote best practices including the readiness to address concerns that impact harmonious working relationships through honest direct conversation or facilitated/guided discussions to resolve issues in a timely manner.

C) PCT Support and PC Staff Compliance

- Assures responsiveness to trainee needs as regards to health, safety, host family, training, logistics or any other matters.
- Ensures the strict implementation and compliance of important PC policies as they apply to Staff and PCT/Vs such as but not limited to alcohol use, out of site/whereabouts, fraternization, helmet and life vest use, drugs, and motorcycle policies.
- Participates in all staff meetings, providing feedback and updates on Trainee performance and adjustment at site as necessary, mindful of confidentiality, and keeping all comments polite and professional.
- PST Staff shall not use for personal purposes any PST training materials in all their forms without the expressed permission of PC-P through the Training Manager. Further that in the event of unauthorized use of PC Training materials, this shall be sufficient ground for disqualification for future employment with PC-P.
- Compliance with PC policies and procedures for conclusion of employment and end of contract.

REQUIRED QUALIFICATIONS:

Education: Bachelor's degree in education, Early Education, Psychology, English, Curriculum & Instructional Leadership, and Education Management.

Prior Work Experience: Minimum of 3 years of related work experience that includes English Teaching, designing and facilitating training/workshops, Teacher Training, Education project design and management. Minimum 2 years of experience in providing field-based support to individuals working on community development projects in rural regions of the Philippines.

Language Proficiency: Fluency in both English and Filipino (written and spoken) is required, as is an ability to quickly and accurately translate from Filipino to English, and vice versa.



Knowledge, Skills, and Attitudes:

- Knowledge of grassroots development practices in the Philippines, related to elementary and secondary education.
- Skill as a trainer, facilitator, and mentor in an intercultural setting
- Proficiency in use of the internet and with Microsoft programs: Outlook (email), Excel, PowerPoint, Word, etc.
- Ability to work independently and proactively.
- Ability to work successfully within a multi-cultural office.
- Ability to maintain confidentiality and a strong sense of integrity.
- Strong communication and interpersonal skills, conflict management skills, diplomacy, empathy, and tact with staff, Volunteers, Trainees, community members and members of government.

DESIRED QUALIFICATIONS:

- Work experience with American or international organizations, and preferably organizations that achieve their mission through volunteerism.
- Experience in designing and facilitating learning sessions that embrace student-centered learning, critical thinking, and the Experiential Learning Cycle.
- Experience supporting community-based development projects that follow a Logic Model/Theory of Change.
- Ability to speak other languages spoken in the Philippines.
- Experience teaching in a school in Philippines, particularly in a government school.
- Experience partnering with individuals with marginalized social identities (socio-economic, ethnicity, sex, sexual orientation, gender identity, religion, and so on) in the Philippines.
- Experience navigating language and culture in a rural village community setting in the Philippines.
- A strong knowledge of Peace Corps, its mission, and its approach to development.

ADDITIONAL REQUIREMENTS:

- Holder of an NBI clearance (valid up to October 2024 or beyond)
- Physically fit to work long hours and perform all activities required for the role.
- Willing to stay and live in Staff Houses at the training site in Bataan for 3 to 4 months.
- Provide Membership numbers with Philhealth, SSS and Pag-ibig.
- COVID19 Vaccination Card indicating completion of primary dose/s + booster shot/s.

COMPENSATION/BENEFITS:

- Competitive daily rate depending on salary history and the Local Compensation Plan.
- Travel allowance to and from Manila is provided based on a computation by PC.
- When applicable - Lodging in Manila is provided upon a determination by the Contracting Officer.
- Staff housing at the training sites in Bataan is provided because the nature of this work is community-based (not office-based).
- Employer payment of contributions to SSS, Pag-Ibig and Philhealth for the months covered by the contract.



- Communication allowance in the form of load allowance for calls and texts.

APPLICATION PROCEDURES:

HOW TO APPLY:

Via email only (no need for hard copies)

Submit an application letter and comprehensive resume/CV to PH-pstvacancy@peacecorps.gov, in pdf format of not more than 5 MB. **Important: CV should include three (3) character references-** *one of whom should be a former supervisor at work. Please provide complete name, designation, company, contact number and correct/current email address for all character references.*

Deadline for Application is March 10, 2024.

If no candidate is selected for the position, application will remain open until the position is filled.

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.