



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.

LANGUAGE AND CROSS-CULTURE FACILITATOR

(Code: LCF)

TYPE OF CONTRACT: Personal Services Contract

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

BASIC FUNCTION OF POSITION:

The Language/Cultural Facilitator is a member of the Pre-Service Training (PST) staff who is responsible for the daily planning, implementation, and evaluation of the language component of the PST. As an LCF, he/she would provide opportunities for integrating **intercultural and technical** /community development skills, understanding, and learning to his/her PCTs. As LCF, s/he **may** also be requested to prepare materials for a select group of PCTs to learn basic local language and culture prior to arrival, in preparation for the more in-depth language and culture training they will receive during the PST. LCFs adhere to a six-day workweek, with additional preparation time and activities in the evening, and on weekends and holidays.

Duties and Responsibilities:

A. Language Training Materials and Activities Development

- Reviews and updates as necessary, all language training materials (session plans, PowerPoint presentations and videos) including materials to be used in virtual training and blended learning.
- Develops language training activities based on prior PC language programs, best practices, and available materials.
- Assists the Language Coordinator with the preparation of materials, sessions, and activities for the intercultural component of training.
- Prepares lesson plan that covers monthly, weekly, and daily schedule.

B. Language & Intercultural Teaching/Facilitation

- Teaches target language classes to a small group of Trainees using a variety of communicative approaches and interactive learning methods. Classes will be taught at the Trainees' cluster site for approximately four hours per day.
- Facilitates language training activities that would suit the following approaches: virtual, blended and in-person classes.
- Works closely with the TCF 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.
- Participates in training classes and activities at the cluster site, ensuring various creative learning opportunities from Trainees.
- Works closely with the LC to implement valuable intercultural learning activities at the training/cluster site. Collaborates closely with TCFs on technical training in barangays, facilitating communication, scheduling, and activities.
- Acts as a resource person for Trainees on cultural topics of interest. Strives to present objective, unbiased views of Filipino tradition and practices and encourage Trainees to seek out answers to their own questions.
- Local Language Intensive Training (LLIT) will be conducted two months after the Volunteers are sworn in. There's a possibility that the LCFs will be hired to facilitate language classes for this training event.

C. PCT Learners' Evaluation & Reporting

- Provides regular and consistent feedback to Trainees concerning language acquisition and performance (regularly updates individual PCT learner's record).



- In coordination with the LC, designs and implements assessment and evaluation tools used to gauge Trainees' proficiency levels.
- Encourage Trainees' comments and evaluations of language classes and activities; respond to constructive criticism and strive to adapt sessions accordingly.
- Documents Trainee performance in language training (under the supervision of the Language Coordinator) to inform decisions to recommend or not recommend that a Trainee become a Peace Corps Volunteer.
- Submits Trainee evaluations and thorough reports in a timely manner.

D. Host Family Management

- Assists the Training Support Staff (TSS) in the final steps of host family identification including the selection and orientation of host families for CBT.
- Visits PCTs HF to build honest & open communication and healthy relationship to ensure accurate information where all sides are heard and provide holistic support to PCTs when needed.

E. Cluster Site Co-Management

- Regularly checks and requisition materials needed at site.
- Together with TCFs, manages the day-to-day operations of the cluster site.
- Coordinates with the local host families of Trainees with regards to payments and other matters.
- Responsible for updating PC Manila staff on security measures and procedures.
- Serves as a Duty Officer at the training site as designated by the SSC and Training Coordinator.
- Accomplishes incident reports as necessary.
- Performs other tasks as determined by the Language Coordinator or Training Manager.

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

- Submits Trainee evaluations and thorough reports in a timely manner. Contribute to the final language training report, documenting all lessons and activities for use in the future. Participates in the compiling and storing of language training materials.
- Provides Language Coordinator, Training Coordinator and Training Manager with recommendations for improvements in 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.

OTHER RESPONSIBILITIES (as applicable and as designated)

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. Ensures that safety and security competencies are incorporated and actively integrated into the language component and effectively delivered to the Trainees so that their acquisition is properly evaluated and documented. Supports the safety and security systems that are in place for PST, including reinforcing to Trainees their roles and responsibilities related to their personal safety & security.

Sub-cashier: May be designated a sub-cashier after approval by OCFO/GAP. Responsibilities as a sub-cashier include performing limited cash disbursements as directed by the Director of Management and Operations, proper disbursing and collecting of funds, proper accounting for funds advanced, safeguarding funds advanced, and accepting personal responsibility and financial liability for funds after successful completion of the requisite training for performing sub-cashier duties. (See MS 760 and OFMH 13)

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 LCFs

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

- The LCF would endeavor to fully understand the language 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 Trainer (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 concept and philosophy.

B) Teamwork + Professional Working Relationships

- Be able to establish 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.
- Be able to 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 the Peace Corps.
- Be able to give and receive feedback out of genuine concern for colleagues and the 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 detailed feedback and comments on Trainees' performance and adjustment at site.
- PST Staff shall not use for personal purposes any or all 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: Degree in Education and Social Sciences

Prior Work Experience: Minimum of six months relevant teaching and/or training experience, Experience in participatory community development processes, designing and facilitating training/workshops and community organizing.

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:

- Ability to speak other languages spoken in the Philippines specifically in any of the following languages: Ilokano, Cebuano, Hiligaynon, Kinaray-a, Aklanon, Bikol-Naga, Bikol-Albay.
- 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, Zoom, 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:

- Teaching experience either in public or private schools
- Experience in teaching English as a Second Language or experience teaching Philippine languages to foreigners.
- Experience teaching Filipino/Tagalog or any other Philippine languages to foreigners.
- 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 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 and 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
- 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 hardcopies)
Email application letter and CV/Resume 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 email address of character references.*
- **Deadline for Application: March 10, 2024**
In the event that no candidate is selected for the position, application will remain open until 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.