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|  | **Position Description Template** |

General Information *(To be completed by Peace Corps in-country Staff)*:

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| **PCRV Position Title:** | The title should be short and clear. What skill or industry term would attract the ideal applicants? |
| **Country:** | Tonga |
| **Site Location:** | If the organization has multiple offices or if you are requesting more than one PCRV, at which site(s) will s/he be primarily working? |
| **# PCRVs Requested:** | Consider how many PCRVs you need, but also the number of available partner organizations and housing for each position. |
| **In-Country Arrival Date:** | This date needs to coincide with the project timing. For example, perhaps the PCRV is an educator and should be there at least two weeks before the start of the school year. Factor in the time needed for orientation that post will do when PCRVs arrive in-country. Also, consult with other staff members about their availability during orientation. |
| **Length of Assignment**: | How long do you think you need for the PCRV to complete the project deliverables? Keep in mind the project deliverables may take longer to complete than how long the PCRV is there. |
| **Sector:** | This should fit in with one of the sectors PC works in: agriculture, education, environment, health, community economic development, youth development, or disaster risk reduction. |

Section 1 *(To be completed by Partner Organization and Post Staff)*:

Partner Background:

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| **Partner Organization Name:** | Provide the full name of the organization and the abbreviation (if applicable). |
| **Organization**  **Type:** | Please choose one of the following: government, ministry, local NGO, international NGO, UN organization, religious organization, etc. |
| **Organization’s Mission and Goals:** | Briefly state the organization’s mission, goals, and major activities related to the project. Please include the organization’s web address if available. |
| **Name and Title of PCRV Counterpart:** | A counterpart should be established prior to submitting a position description. The counterpart will work closely with the PCRV on the project. |
| **Other primary stake- holders (if any):** | Are there any other primary stakeholders besides your organization? If yes, include organization name, abbreviation, organization type, and briefly describe their role in the project. |

Project Background:

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| In 2-3 paragraphs, explain the project the partner is implementing and the underlying development issue/need. Give some context for what the position is, perhaps including if a Volunteer has worked in this project before. Have you already started this project? Make sure to include the needs of the organization and the reason why a PCRV is needed to fill the role. |

Role of the Volunteer and Duties & Responsibilities:

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| Please provide a brief explanation of how the PCRV will fit into the partner’s project and team.  Provide a prioritized list of the major duties, responsibilities, and activities of the assignment. Make sure to include how the project will be transferred before the PCRV finishes the project.   * Between 5-10 bullets (additional formatting might be lost in the online system PC uses) |

**Volunteer Deliverables *(by end of assignment):***

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| Please list the deliverables the PCRV will have completed by the end of the assignment. Make sure that the deliverables reflect the duties and responsibilities listed above.   * List measurable and time-bound deliverables/outcomes in bullet format (~ 5 bullets) |

Mandatory Qualifications:

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| Please list mandatory qualifications here. These are the essential qualifications necessary to carry out the assignment successfully. Are there any requirements from the government or ministry? Include the degree the PCRV should have (if applicable), the language competency required to do the work, and other professional or academic experiences this Volunteer should possess. Please include the number of years of experience needed. Also, make sure that the qualification is something that can be found in a resume through knowledge, experience, or skills. Think about the very minimum skills that are necessary to do the position. For each bullet that you list, ask whether someone without those skills could still do the work. If so, it belongs in the “Desired Qualifications” section.   * Use bullets to list qualifications |

Desired Qualifications:

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| Please list additional qualification that are not essential, but would be beneficial. Recruiters will use these qualifications to select the most qualified candidate. If a language would be beneficial to have, but not absolutely necessary, list it here.   * Use bullets to list qualification |

Working Conditions:

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| In 2-3 paragraphs, describe the general working environment for this assignment. For example:  Does the position require physical exertion or travel? Who will the PCRV work with on a daily basis? Will the PCRV have access to a computer/internet/telephone? Will they be working at a local office or are they expected to work out of their own home? Will they be working with different communities? How should the PCRV expect to get to work: walking, bus, bicycle or some other means?  Please also explain how the partner organization will provide orientation to the PCRV and integrate them into their team. How many days do you expect orientation to last? What sessions might the partner include for the PCRV to understand their organization and the project they’re expected to help with? |
| **Site Specific for Medical Considerations (Internal Use Only):**  Please add any information that is specific to this site related to medical considerations outside of country requirements. |

**Section 2 *(To be completed by Peace Corps in-country staff)*:**

Position Specific Housing & Living Conditions:

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| PCRV housing can take many forms, but must meet the same safety and security standards as 2-year Peace Corps Volunteer placements. All PCRV housing is approved by in-country staff. If housing is not yet established, include general standards of PCRV housing and living conditions.  Please include any special circumstances to consider: will the PCRV live with a host family? How far is the housing from where the PCRV is expected to work? Are there other PCRVs/PCVs in the area? How close is public transit to where the PCRV will be living/working? |

Position Specific Safety and Security:

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| The PCRV will receive a comprehensive safety and security briefing during orientation with Peace Corps. It is critical that PCRVs use caution and common sense and follow the security guidelines developed by Peace Corps. Volunteers who violate safety and security protocols may be administratively separated.  Please also include additional safety and security information the PCRV should know about the area where s/he will be working, or specific guidelines the partner organization has in place the PCRV should also be expected to follow. |

Supervision Requirements:

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| ***Required Text (please include in submitted PD):***The PCRV will report to the Peace Corps Country Director or his/her designee. The PCRV will be expected to abide by all Peace Corps rules and regulations. The PCRV will also be expected to report to a designated point of contact within the partner organization on a periodic basis to be discussed during orientation with the partner organization.  Who in the organization should the PCRV report to? His/her counterpart? A director or other official?  Please list the name and title of the PC staff who will be responsible for overseeing the work of the PCRV who will work on this assignment. Also include the name and title of the supervisor at the partner organization. |

**Administrative:**

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| **Funding (check one):** | **PEPFAR  Appropriated  Other:** |
| **Please indicate whether or not you would be willing to create an additional PCRV position for an accompanying spouse:** | Are there other projects in this organization or a nearby organization a spouse could work with? |
| **Does the Peace Corps Response position align with a current Peace Corps Volunteer project at post?** |  |
| **Please explain:** |  |
| **Peace Corps Response Recruitment and Placement Specialist** | *Completed by HQ Programming Specialist* |