



## VACANCY ANNOUNCEMENT NO. 2024\_001

Peace Corps is an autonomous agency of the United States Government, which sends American Volunteer development workers to assist in capacity building and technical assistance activities in over 70 countries worldwide. It operates in Uganda by the invitation of the Government of Uganda and has a memorandum of understanding with government ministries that outline broad areas of agreement of cooperation regarding the work of Peace Corps Volunteers in Uganda. Volunteers are assigned to government and non-governmental agencies and organizations, community-based organizations, colleges and schools who in partnership enable Volunteers to provide capacity building in Education, Health and Community Agribusiness. Peace Corps also aims to build cultural understanding between Americans and Ugandans.

Position Title: Deputy Director of Programming & Training (DDPT)  
Announcement Date: Monday January 29, 2024  
Closing Date: Monday February 12, 2024, 4:45 pm  
Position Type: Personal Services Contract (PSC)  
Supervised by: Director of Programming & Training  
Location: Peace Corps Uganda, Kampala  
Compensation: Annual Pay Range: 157,828,400 to 232,334,711 UGX

### JOB DETAILS

#### 1. Minimum Requirements:

At a minimum, the successful candidate's CV must demonstrate the following:

- University degree in Project Management, International Development, Social Sciences, International Relations, Public Health, Cultural Studies, Social Work, or a related field.
- Minimum of 10 years related work experience including technical areas of health, education and/or agriculture and management, preferably with an international organization in Uganda or the region.
- Minimum of 5 years demonstrated success in managing, coaching, and/or supervising staff, building and leading teams, facilitating collaborative work environments and group projects, or related skills.
- Supervisory and program management experience required.
- Proven ability to plan, manage, and support a dynamic team in accordance with United States Government (USG) standards and regulations.
- Must be available to travel up to 50% of the time.
- Must be able to legally work in Uganda.

#### 2. Preferred Requirements:

- Excellent team-building skills.
- Strong organizational skills and attention to detail.
- Demonstrated conflict mitigation and problem-solving skills.
- Demonstrated ability to manage multiple projects, teams, deliverables, expectations, and deadlines.

- Excellent facilitation and presentation skills.
- Experience in data collection, monitoring, reporting, and evaluation.
- Proficient in software programs including Teams, Zoom, OneDrive, Sharepoint, Microsoft Excel, PowerPoint, and Word
- Excellent verbal and written communication skills. Superior English writing skills with clear fluency (Level IV) in English and required.

### **3. Background:**

The U.S. Peace Corps is an agency of the United States Government, which sends American Volunteer development workers to assist in capacity building and technical assistance activities in over 70 countries worldwide. It operates in Uganda by the invitation of the Government of Uganda and has a memorandum of understanding with government ministries that outline broad areas of agreement of cooperation regarding the work of Peace Corps Volunteers in Uganda. Volunteers are assigned to government and non-governmental agencies and organizations, community-based organizations, colleges and schools who in partnership enable Volunteers to provide capacity building in Education, Health; Agribusiness and Economic Development. Peace Corps also aims to build cultural understanding between Americans and Ugandans. Peace Corps Uganda is located at 48 Malcolm X Avenue, Kololo, and Kampala. Please see <https://www.peacecorps.gov/uganda> for more details about Peace Corps Uganda

The work of a Peace Corps Personal Services Contractor (PSC) does not limit itself to the role: active support of the Peace Corps mission is paramount to the job because contractors are representatives of Peace Corps in the country.

### **4. Objectives of the Position**

The Deputy Director of Programming and Training (DDPT), under the direct supervision of the Director of Programming and Training (DPT), is responsible for the management of strategic staff and several operational components of the Programming and Training (P&T) team at Peace Corps Uganda, based in Kampala. The DDPT will cultivate a culture of evidence-based, high-quality programming and staff accountability to promote impactful programming and training at Peace Corps Uganda. S/he will provide continuity and management, support and facilitate communication across program sectors (education, health, and agriculture economic development) and training section. S/he will lead the site management process, in collaboration with Program Managers (PM) and the Quality Assurance Coordinator (QAC), ensuring that sites are identified, prepared, visited, and supported as per the Site Management Guidelines. S/he will lead the team in cross-cutting support systems and structures, including Grants, Monitoring, Review, and Evaluation, and Administrative Assistance to ensure efficient and effective P&T operations and support of Peace Corps Volunteers (PCVs). S/he will participate in coordinating and engaging cross-sectoral partners, building new partnerships, and organizing various initiatives undertaken by the P&T team, both within and outside Peace Corps. S/he will facilitate cross-training and collaboration to ensure primary and secondary back-up of all Programming and Training roles and assume responsibilities of the DPT in their absence or when requested by the Country Director or DPT.

### **Limited supervisory responsibilities:**

May be designated limited supervisory responsibilities if assigned by the Country Director and with the approval of the Regional Director. S/he will be limited to supervising other PSCs, after completion of training requisite to supervisory duties.

## 5. Tasks & Deliverables

**Supervision and Team Coordination:** As a supervisor of strategic staff and co-leader of the P&T team, the DDPT will:

- Supervise the Programming & Training Assistant, Monitoring, Reporting & Evaluation Specialist, Grants Coordinator, Regional Program Officers, with managerial responsibility for performance management, timesheets, and leave.
- Guide and back-up cross-cutting support by the Regional Program Officers, Monitoring, Reporting & Evaluation Specialist (MRE), the Grants Coordinator, and the Programming and Training Assistant. Support their management of the Volunteer Reporting and Grants (VRG) system and Volunteer Information Database (VIDA)
- Encourage positive team collaboration among staff, Peace Corps Volunteers (PCV), Peace Corps Trainees, and partners, and support staff members in developing and refining programs in education, health, and agriculture sectors.,
- Promote on-going quality improvement of training programs in collaboration with the training team.
- Organize and facilitate group, team, and staff meetings to support the DPT and ensure initiatives and projects are supported, and communication, follow up, and reporting between teams and offices is proactive and complete.
- Lead staff development workshops, provide staff with feedback on strengths and weaknesses, organize teambuilding events, and preserve confidentiality on personnel and PCV issues and records.
- Act as a primary Point of Contact for Peace Corps Washington initiatives as assigned by the DPT, such as Corps Africa pilot, Virtual Service Pilot, Climate Change Initiative, Digital Literacy Initiative amongst others.
- Prepare/contribute to reports and presentations on P&T activities, initiatives, and strategy when needed.

## Training

- In collaboration with the Training Manager and PMs, coordinate all Pre-Service Trainings, In-Service Trainings, Mid-Service Conference, Counterpart Trainings, and Close of Service Conferences.
- Support the Training Manager to coordinate the round-table assessment process for Trainees with the DPT, training staff, PMs, and other colleagues to ensure that they are provided high-quality and timely feedback based on the Volunteer Competency Model (VCM) requirements.
- Direct the development and implementation of supplementary trainings for Volunteers on an as-needed basis in collaboration with the Training Manager.
- Work to ensure a smooth link between training and programming to ensure complete integration of all training components. Provide leadership that establishes and maintains a

healthy, productive team spirit among Trainees, Volunteers, the training staff, the PC staff, the host families and local government officials

- Oversee development of in-country training resources and library.
- Serve as a role model to junior training staff members in giving and receiving feedback. Provide expertise and leadership in counseling trainees and staff.
- Review resource requirements of the training, including an operational budget based on information from the DMO and input from all staff members.
- Ensure that all procedures are conducted in accordance with USG and PC regulations.
- Oversee development and maintenance of training files and documentation for training events. In partnership with the Training Manager and DPT, oversees the electronic file management of all training schedules, materials, and reports.

### **Systems Oversight, Development, and Maintenance:**

- Work with senior management to update, document, implement, and maintain key policies and procedures as necessary and provide periodic refresher trainings to staff.
- Ensure that site history files are populated, updated, and utilized for site approvals, working closely with appropriate P&T staff responsible for maintaining these records.
- Support the QAC in coordinating with, following up, and ensuring compliance with all documentation requirements around Site Management.
- Support P&T in developing and implementing post's sites strategy to meet the Government of Uganda's and Peace Corps priorities.
- Provide strategic guidance to P&T staff on site development, ensuring current site selection criteria are met and strategy is followed, reviewed and adjusting as necessary.
- Ensure all site visit documentation by all staff is accurate and filed accordingly.
- Ensure the P&T filing systems are compliant with Peace Corps Washington requirements.
- Collaborate with all appropriate staff responsible for the maintenance of site history files and oversee processes/procedures for ensuring all systems are up-to-date.
- Maintain tracking of P&T staff travel and leave plans, ensuring documentation of P&T staff trips, including site visit reports and trip tracking.
- Ensure that Volunteer contact and location information is submitted, entered into VIDA (information management system), and duplicated in printed form for key staff as needed.

### **Partner Engagement:**

- Support the DPT and PMs to identify, track, and communicate with potential and current partners to expand strategic partnerships with Government of Uganda, US Interagency partners (PEPFAR, USAID, CDC), and NGO/UN agencies.
- Engage with Ministry Officials, in partnership with the CD and P&T as needed, to support the renewal of Peace Corps host country agreements (MOUs).
- Represent Peace Corps in Government related meetings.
- Represent Peace Corps, in coordination with the HIV/AIDS Coordinator, DPT, and CD, at PEPFAR meetings and events.
- Liaise with the HIV/AIDS Coordinator and other PEPFAR-funded staff, to implement Peace Corps' HIV strategy.

- Serve as the Peace Corps representative or point of contact with Peace Corps community partner agencies and community groups.  
Lead the planning and implementation of the annual Participant Action Committee (PAC) meeting.

**Volunteer Support:** The DDPT will provide Volunteers with personal and professional support on personal, cultural, and professional matters. This includes:

- Conducting site visits to stay informed of work issues, PCV morale, and living conditions, and as needed solve or mitigate problems and conflicts in coordination with the PMs
- Identify PCVs having cultural or work-related difficulties to find diplomatic solutions sensitive to PCV needs, and/or direct Volunteers to appropriate resources for resolution.
- Coordinate with DPT and P&T team to utilize PCV feedback, reports, program evaluations, and impact assessments to continuously improve Volunteer support.
- Support programming and MRE staff to ensure high-quality, timely feedback to Volunteers on VRG report submissions.
- Support the Training Manager to coordinate the round-table assessment process for Trainees with the DPT, training staff, PMs, and other colleagues to ensure that they are provided high-quality and timely feedback based on the Volunteer Competency Model (VCM) requirements.
- Coordinate with Volunteer committees on scopes of work, member selection, and scheduling of meetings and activities.
- Routinely advise the DPT, CD, and other staff on ways to improve Volunteer support.

**Monitoring, Reporting and Evaluation (MRE) Support:** The DDPT will provide support to the MRE team as follows:

- Coordinate with the DPT, MRE Specialist, and the HIV/AIDS Coordinator to collect data and feedback and then use that data for informed decision making to update and improve programs and systems, in close collaboration with the P&T staff and other colleagues.
- Promote a culture of evidence-based programming by organizing evidence sharing sessions by each sector in P&T meetings, staff retreats, and Volunteer/Counterpart trainings.
- Spot check VRG data entry regularly, working with Grants Coordinator and MRE Specialist to improve data entry and management.
- Support the HIV/AIDS Coordinator and MRE Specialist and P&T in the timely and quality collection of and response to Volunteer reporting in the VRG.
- Ensure that Semi-Annual and Annual Progress PEPFAR reports are completed and submitted on time.
- Participate in the development and review of the PEPFAR Country Operational Plans and other Peace Corps planning documents such as: the Program Plan and annual Peace Corps reporting.

**Supervision of Grants Process:** Through supervision of the Grants Coordinator, the DDPT will:

- Serve as the point of contact, with DPT support, for Peace Corps Uganda's communication with USAID/SPA points of contact, including organizing quarterly technical meetings with

PMs, overseeing annual negotiation processes, and supporting the Grants Coordinator to coordinate USAID staff inclusion in field visits to Volunteer communities.

- Support PCV and staff training on grants.
- Support the P&T team in solicitation of grant proposals by PCVs.
- Support Grants Coordinator and Program sectors in obtaining timely submission of quality Volunteer reports.
- Facilitate the review and approval process of grant proposals, in collaboration with the Grants Coordinator.
- Support tracking and information sharing regarding active and closed grants.
- Support Program and Training assessment and reporting of the sustainability of grant-funded projects.
- Review reports on grant activities and data submissions for various PEPFAR reporting requirements.
- Participate in grant review meetings when appropriate.

## 6. Standard Roles and Responsibilities

- A. **Safety and Security Support:** All Peace Corps Uganda staff have duties and responsibilities directly and/or indirectly associated with safety and security. These duties and responsibilities include awareness and understanding of: all directives of Peace Corps regarding safety and security; relevant emergency procedures; and the Peace Corps Uganda Emergency Action Plan. The DDPT works with the Director of Programming and Training (DPT), Country Director (CD), Safety and Security Manager (SSM) and other staff to establish programming and training systems that maximize the safety and security of Volunteers. Assists the DPT and CD in the development and implementation of safety and security policies and procedures, especially in regards to site development, host family and counterpart selection and training site management. Works with the DPT to manage the site development process to ensure prospective sites meet established programmatic and safety/security criteria. Assists DPT, CD, SSM, and others to evaluate and assess post-specific security concerns and propose mitigating strategies as needed. Assists the DPT and CD in managing crises ranging from Volunteer crime incidents and natural disasters to civil unrest and emergency evacuations. Oversees orientation and training for designated host country counterparts. Acts as duty officer, as needed. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
- B. If there is a time at post, due to the COVID-19 pandemic or for any other reason, when there are limited or no Peace Corps Trainees and/or Volunteers (jointly referred to as “Volunteers”) at Peace Corps Uganda, the PSC may be temporarily assigned during that period, as determined by the Peace Corps Country Director (CD), to carry out additional duties and responsibilities in furtherance of the goals of the Peace Corps in order to enhance the ability of Peace Corps Volunteers to perform functions under the Peace Corps Act, including facilitating a safe environment in order for the successful return or increase of Volunteers. This temporary assignment may require the PSC to provide services and/or support beyond what is listed in their current Statement of Work (SOW). The services and/or support may take many forms, examples of which may include but are not limited to, training, providing administrative, technical, medical, and/or

operational assistance, building on host country programs, etc. This temporary assignment also may require the PSC to provide these services and/or support to individuals/organizations other than those listed in their current SOW such as host country government, partner organization(s), community member(s), staff, and/or contractors.

**Other Duties:**

- Occasional Money Handler/Holder: May be designated as an occasional money handler/holder (OMH) if assigned by the Director of Management and Operations. As an OMH, may be requested to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to Pre-Service Training/In-Service Training site(s), or other locations as directed by the Overseas Contracting Officer (OCO). May also be requested to courier cash to Peace Corps Trainees or Volunteers. The Contractor 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 Contractor 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 OCO.
- The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps' as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however, the duties may be subject to change as determined by the Contracting Officer.

**7. Logistics, Level of Effort & Duty Station**

a. The Duty Station is the main office that is located in Kololo, Kampala. This position is full time and the candidate will be expected to carry out their duties during a 40 hour work week. Events may require occasional work in the evenings and or on weekends and holidays. May carry a duty phone.

b. **Supervision:** Day-to-day reporting to the DPT. The DDPT will have supervisory duties over the Programming & Training Assistant, Monitoring, Reporting & Evaluation Specialist, Grants Coordinator and Regional Program Officer(s).

**c. Nature, Level, and Purpose of Contacts:**

- Peace Corps Headquarters in Washington D.C. (PC/W) and the regional staff provide guidance and assistance to accomplish the objectives of this contract. PC/W is also the source of a great deal of informational resources to support the activities of Peace Corps volunteers.
- Country staff and DDPT work collaboratively with all other Peace Corps Uganda staff to design and support Peace Corps activities in Uganda.
- The DDPT will work collaboratively with the Director Programming and Training, The Director of Management & Operations, General Services Manager, Programming & Training staff, sector Program Managers, Peace Corps Medical Officers, the Safety and

Security Manager/Assistant, and other administrative staff, Peace Corps Volunteers (PCVs) and vendors.

- The DDPT will work collaboratively with local, regional and headquarters Peace Corps staff to effectively meet the Peace Corps' world-wide strategic goals.
- The DDPT is in contact with most Peace Corps staff, Volunteers and Trainees in order to assist with financial transactions.

**Logistics** – Work will primarily be performed in an office setting at the Peace Corps office in Kampala, Uganda. Site visits and travel outside of the office may be required. Logistical support is largely provided by the Administrative Section at post, other posts in the region and by PC/W.

**Time Required to Perform Duties:** The DDPT is contracted for a base year of approximately six (6) months, with four (4) one (1) year option periods. The DDPT shall not work less than **40 hours per week** in office/classroom and conference settings. The DDPT is paid per day on a bi-weekly basis. Work days may vary in length according to the needs of the program, and may include holiday, weekend and evening work

**Authority to Make Commitments:** The DDPT is expected to research and suggest solutions within the confines of the job responsibilities. For new or unusual tasks, supervisors give directions on objectives and suggested procedures. Broad exercise of judgement within confines of job responsibilities. Contractor has no authority to make commitments.

**Available guidelines:** 1) Peace Corps Manual, 2) Foreign Affairs Manual 3) Instructions provided by the Director of Programming and Training and overall stewardship of the Country Director

**Time Required to Perform Full Range of Duties:**

The time required for a qualified individual to perform fully and adequately duties of this position is 52 weeks.

**How to apply**

Only Electronic Submissions will be accepted.

Please submit Word formatted documents to [ug-applications@peacecorps.gov](mailto:ug-applications@peacecorps.gov)

- A letter of interest (maximum 1 page),
- A resume (maximum 3 pages)
- Names and contact information for three references (1 page)

Clearly indicate your name and the position applied for on the subject line of the cover email as well as on all the attachments: For example “**ODONG Richard DDPT**” for the Deputy Director of Programming & Training position. Do not write any other words in the subject line of your mail. If you do, you may be disqualified.

Submitted documents become the property of the Peace Corps.



Peace Corps Uganda provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

You will be contacted ONLY if you are deemed qualified.