



VACANCY ANNOUNCEMENT No. 2023 – 005 PROGRAM SPECIALIST, EDUCATION

Peace Corps is an international autonomous agency of the US Government with operations in over 60 countries. It operates in Uganda by the invitation of the Government of Uganda. Peace Corps Uganda has 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-government agencies and organizations, community-based organizations, universities, colleges, and schools who partner to 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:	Program Specialist, Education
Announcement date:	Monday November 27, 2023
Closing date:	Monday December 11, 2023, 4:45pm
Position type:	Personal Services Contract
Supervised by:	Director of Programming and Training (DPT)
Location:	Peace Corps Uganda, Kampala

JOB DETAILS:

1. Minimum Requirements:

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

- **Education:** A bachelor's degree in arts or science in Education.
- **Experience:** Experience as an Educator in Uganda with minimum three (3) years teaching, or related, experience.
- Excellent command of spoken and written English language.
- Ability to work regularly from Monday through Friday schedule with occasional evening and weekend hours when necessary.
- Must be legally able to work in Uganda.

2. Preferred Qualifications:

- Experience as an Educator in Uganda with minimum Five (5) years teaching, or related, experience.
- National level certification as a teacher (Uganda, USA or other).
- One year or more of teacher training experience.
- One year experience working with relevant government agencies, not-for-profit organizations, or private businesses.
- Ability to work independently with limited supervision, good organization and time management skills.
- Willingness to take the initiative; excellent teamwork skills, strong service attitude; personal integrity; strong cross-cultural skills; strong interpersonal skills, strong interest in Uganda's development; and ability to travel extensively.

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 Community 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, Kampala. Our Post office box numbers are 29348 or 7007 Kampala, Uganda. 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. Objective of the Position

This position supports the Peace Corps Uganda's Early Childhood Literacy Project, implemented by the Education Sector, and works as part of a team with all members of the Programming and Training and Administrative Units.

The Early Childhood Literacy Project aims to increase the capacity of teachers in literacy and general teaching skills, increase the capacity of teachers to use gender-equitable practices in the classroom, increase pupils' literacy skills, increase family and caregiver participation in pupils' schools and increase pupils' and teachers' access to teaching/learning materials and resources to support literacy development.

Responsibilities include coordination and serving as a liaison between Peace Corps Uganda Staff, Volunteers and Literacy implementing partners, including collaboration with MOES and other stakeholders. Also provides technical leadership, and monitoring Volunteer projects for quality assurance and alignment to the project plan, data collection, reporting and evaluation.

5. Tasks & Deliverables

Assist the Education Program Manager with Project Development and Management:

- a. Assist in planning, developing, maintaining, managing and implementing Peace Corps Early Childhood Literacy project activities that reflect and serve the needs of Uganda as ascribed by the Ministry of Education, such as the National DEAR Day (Drop Everything and Read), Literacy Workshops, Spelling Bees, Inclusive Classroom Workshops etc.
- b. Assist in developing assignments for Volunteers through site identification and management, maintaining contacts with potential sponsoring agencies to ensure that prospective sites meet the minimum Peace Corps standards for safety and security, workable job assignment, and viable housing situations for Volunteers.
- c. Assist in document management for the Peace Corps Uganda Early Childhood Literacy Project that conforms to the mission, goals and standards of Peace Corps. Those include:
 - i. An annual work plan for PCU approval with activities and budget in line with promoting Early Childhood Literacy development.
 - ii. Semi-annual and annual activity reports to Peace Corps Washington and partners.

- iii. Other interim or special reports and data as determined for projects reflecting the collaboration between Peace Corps and MOES.
 - iv. Assists with Project Status Reports (PSRs)
 - v. Submit reports on large scale literacy initiatives.
 - vi. Ensures relevant Volunteer Information and site documents are uploaded to the Volunteer Information Data Application (VIDA) in a consistent and timely manner.
- d. Assist in planning, implementing and monitoring funded activities in conformance with relevant Peace Corps Washington policies and rules.

Coordination of Partnership:

- Liaise between PC-Uganda and key literacy partners in Uganda on literacy goals and approaches.
- Assist the Program Manager on advising and coordinating overall strategic directions between PC-Uganda, PCVs, and literacy partners.
- Facilitate the collaboration and continuous dialogue among Peace Corps, MOES, key literacy partners in Uganda; the Program Specialist - Education will stay informed and assess the potential for creative and appropriate ways to partner with literacy partners and communicate those to relevant parties for agreement.
- Assist Program Manger to launch, call and chair meetings of partnership stakeholders including MOES, Peace Corps, and other international and local NGO implementers.

Assist with Pre-Service and In-Service Training

- Participate as team member to prepare Trainees/Volunteers to be a valuable member of their Ugandan communities. S/he will:
 - Serve as a contributing designer and trainer for Trainees/Volunteers on teaching Literacy and making literacy instructional materials for pre-service and in-service trainings.
 - Provide on-going literacy technical support to Trainees/Volunteers.
 - Assist in evaluating pre-service and in-service training events.

Assist with Project Monitoring and Evaluation

- Implement effective project monitoring and evaluation activities, specifically the Early Grade Reading Assessment (EGRA) for reporting towards standard indicators in the Project Framework.
- Coordinate preparation of annual monitoring documents.
- Prepare site monitoring visit reports, and review those of other team members as appropriate, and literacy project evaluation reports.

Assist with Volunteer Support

Assist with and travel throughout the country to provide advice and support to Volunteers who are working on literacy and document activities and results in regular site visit reports that are submitted to the Program Manager.

- Keep the Safety & Security Manager informed of any safety and security concerns at a volunteer’s site.
- Review Volunteer activities and reports as well as rendering constructive feedback in a timely manner using the Volunteer Reporting and Grants (VRG) portal.

Other Duties and Activities

- Perform other duties as assigned.

6. Standard Roles and Responsibilities

- A. **S&S:** Addresses Volunteer safety and security by adhering to Peace Corps site development policies and procedures. Identifies and immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and the Country Director (CD). Assists Program Managers/APCDs to ensure that prospective sites meet established programmatic and safety/security criteria (e.g., safe housing, a clearly defined assignment with an organization that shows real interest in working with a Volunteer, etc.). Reviews and references site history files when evaluating potential sites and incorporates appropriate safety and security-related information into site history files. Monitors Volunteer compliance with Peace Corps policies, especially related to safety and security. **Participates in the design and implementation of the Emergency Action Plan (EAP). Acts as duty officer, as needed.** Knowledgeable and supportive of Peace Corps safety and security policies and procedures.
- 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.

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 on weekends and holidays. May carry a duty phone.
- b. Supervision Received: Supervised by the Education Program Manager. For new, difficult, or unusual tasks, supervisors give directions on objectives and suggested procedures. The Program Specialist - Education is expected to take the initiative to meet established deadlines, and document and communicate procedures to the Program Manager.
- c. Available Guidelines: 1) Peace Corps Manual, 2) Foreign Affairs Manual 3) instructions provided by the Program Managers and the Programming and Training Officer. 4) Ugandan Curriculum for PTC and Primary schools.
- d. Exercise of Judgment: Broad exercise of judgment within the confines of job responsibilities. The Program Specialist – Education is expected to research, negotiate, and suggest solutions within the confines of the job responsibilities.
- e. Nature, Level and Purpose of Contacts: Works closely with Program Managers, Programming and Training Director, Training Manager. Country Director and Peace Corps Trainees and Volunteers. Communicates at all levels as required by the job responsibilities.
- f. Supervision Exercised: None
- g. Length of contract: One year, renewable upon good performance and funding availability.

How to apply

Only Electronic Submissions will be accepted.

4

Please submit only Microsoft Word formatted documents to include: a letter of interest (one page maximum), resume (three pages maximum), names and contact information for three references to ug-applications@peacecorps.gov.

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 “**Katungu Bonita Program Specialist, Education**”. Do not write any other words in the subject line of your mail. Submitted documents become the property of the Peace Corps and will not be returned.

Peace Corps Uganda provides equal opportunity, 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. ONLY candidates deemed to be qualified will be contacted.