

**Peace Corps El Salvador Vacancy Announcement**

**Program Manager**

One or more positions available, depending on need and availability of funds

POSITION: Program Manager

OPENING DATE: October 29, 2023

CLOSING DATE: December 3, 2023

The United States Peace Corps in El Salvador is seeking qualified individuals in the field of International Development to serve as a full-time Program Manager in our main office in San Salvador. This vacancy may be used to fill multiple positions.

Starting salary of $42,644 annually, depending on qualifications, inclusive of annual fixed benefits, (meal allowance, benefits allowance, annual bonuses).  Health insurance and retirement benefits are also provided.

**Minimum Qualifications and Requirements:**

* Current Salvadorean citizen, resident, and/or work permit
* A university level degree in economic development, health, education, youth development, or a related field.
* At least five years of progressively responsible work experience in rural community development; at least four years of experience in project management.
* At least 25 years of age, and in possession of a valid driver’s license for at least 5 years.
* Professional fluency in Spanish and English. Professional fluency will be considered as comparable to C1 on the CEFR scale, a TOEFL score of at least 95, or a degree from an English speaking country. Language tests may be administered to verify ability.

**The full Statement of Work is included for review on pages 2-8**

Interested applicants for this position must submit ***all*** of the following information by email in order for their application to be considered:

1. A completed Application Form (pages 9-13), including three professional references
2. A resume or CV
3. A cover letter

All documents must be in English and submitted to [SV-Vacancies@peacecorps.gov](mailto:SV-Vacancies@peacecorps.gov) Attention: Contracting Officer. In the subject line of your email, please use the following format: *Position for which you are applying your full* *name. E*xample: ***PM\_ Application John Brown.*** Only complete applications received according to the above instructions will be considered, and only short-listed candidates will be contacted. The United States Peace Corps is an Equal Opportunity Employer.



**Program Manager**

**Major Duties and Responsibilities**

The Program Manager (PM) participates in Peace Corps El Salvador’s (PC/SV’s) Program, Training and Evaluation (PT&E) Alignment process as it identifies and focuses on the specific sector(s) in which Peace Corps Volunteers (PCVs) will participate. The Program Manager is responsible for researching, designing, negotiating, implementing, managing, and evaluating PC/SV’s project sector.

This work includes:

* Serving as the Program Manager for 30 to 40 PCVs in their project activities.
* Ensuring the project design is consistent with the social and human development needs of El Salvador, as well as Peace Corps philosophy for sustainable development.
* Aligning project goals, objectives and indicators to Global Sector Indicators and Training Packages, where appropriate.
* Identifying work partner agencies and negotiating memoranda of understanding outlining the work of PCVs.
* Selecting the communities in which PCVs will live and work.
* Coordinating actions related to the safety and security of PCVs, including site selection, approval of housing, and monitoring of PCV compliance with safety procedures.
* Coordinating PCV support issues/activities with PC/SV staff to ensure effective and timely responses to PCVs.
* Providing or coordinating guidance, counseling, and technical and administrative support to PCVs and Trainees (PCTs).
* Providing technical assistance to staff and PCVs, to enhance coordination among sector programs and to upgrade other sector program components related to the PM field of expertise.

The Program Manager reports to the Director of Programming & Training (DPT), and serves as an advisor to the Country Director (CD).

The main duties and responsibilities are outlined as follows:

**A. Project Development and Management**

* Develops and maintains strong professional relationships with El Salvador partner agencies and organizations in order to determine interests, needs and potential for cooperation with the Peace Corps. Provides expertise and consultations during conferences, committee meetings, planning sessions, and field visits with other Peace Corps staff, local officials, organizations, and other national and international agencies.
* Researches, identifies, and negotiates projects and activities for PCV involvement at the local and national government levels, which reflect and serve the development goals and priorities of El Salvador. Project must meet Peace Corps programming criteria and must be developed in conjunction with Salvadoran partner agencies and organizations, Peace Corps staff, both in PC/SV and Peace Corps Washington (PC/W), as well as PCVs, and other parties when appropriate.
* Develops, writes, revises, and updates the Logical Project Framework (LPF) in conjunction with designated officials El Salvador partner agencies and organizations. The LPF, which includes a complete logic model and a monitoring and evaluation plan, should meet the guidelines of, and should be endorsed by, PC/W.
* Prepares and updates professional documents for programming and training activities which include but are not limited to:
  + Logical Project Framework
  + Job Specific Requests for each training class
  + Volunteer Reporting and Grants (VRG)
  + Annual Reflection Report
  + Tasks for each training class utilizing the P&T Bridge format.
  + Project reports as required by DPT.
  + Site Management reports
  + Responses to Volunteer Project Reports (twice a year).
  + Requests from PC/W.
  + Critical Incident Documentation following Assessment and Evaluation Guidelines.
* Plans, organizes, and conducts meetings with host country partnering agencies and organizations at all levels to evaluate technical progress of the project according to stated goals and objectives. This can be done through the Project Advisory Committee (PAC).
* Negotiates, prepares, and revises host country agency agreements with top level officials in order to ensure proper support for PCVs, systematic evaluation of the project, proper utilization of PCV capability and expertise. Engages with host country partners using effective communication and mitigates any misunderstanding or conflicts in a professional, culturally appropriate manner. The agreements are prepared in conjunction with high level representatives of host country agencies for the final approval and signature of the CD and representatives of host country agencies and organizations. The agreements contain general regulations, Peace Corps and host country agency responsibilities and specific roles of PCVs.
* Periodically evaluates the technical progress/results of the project towards established desired outcomes, impacts, goals, and objectives. Identifies causes of deficiencies or delays and takes steps to overcome them; as well as identifies potential opportunities to explore for implementation in future years. Prepares project related documents for annual review.
* Reviews PCV work plans, project reports and other project communication and responds to PCV input with appropriate feedback. Assesses overall performance of each PCV and discusses work related needs and challenges. When appropriate, takes steps to overcome any kind of identified deficiencies or obstacles, including disciplinary actions when necessary.
* Participates in the PC/SV annual strategic planning and budgeting process. These duties include developing, gathering, and analyzing information to describe the country, exploring new program opportunities, projecting future program levels/requirements and requesting, reporting and monitoring projects funded through available sources.
* Selects, develops a description of work, and supports third-year PCV Leaders (PCVLs) as needed.

**B. Volunteer Support**

* Provides support to PCVs on personal and professional matters or coordinates the contact with the appropriate staff. This implies giving PCVs feedback on their interpersonal relations with community partners, supervisors, and community members.
* Assists and provides appropriate support in matters such as family deaths, harassment and personal safety and security status.
* Advises PCVs in matters of proper cross-cultural behavior. Assists them in overcoming job frustrations that come through adjusting to a new working environment without amenities that PCV is accustomed to having and referring special cases to the Medical Unit as needed.
* Reviews and supports PC/SV policies in relation to PCVs; provides PCVs with guidance on Peace Corps policies.
* Advises and assists PCVs in the preparation of proposals for community development projects funded through Peace Corps programs or local/external programs. When appropriate, provides PCVs with technical assistance during the implementation stage and assesses project progress to ensure compliance with original goals and good use of financial resources.
* Establishes fixed office hours during which PCVs and staff can schedule appointments.

*Site Identification*

* Supports the development of PC/SV’s Site Management Strategy and implementation according to Peace Corps guidance and policies.
* Develops appropriate site identification and selection materials which are designed to provide sites to PCVs which have a specified community partner who will act as PCV’s counterpart..
* Ensures the PCV site meets minimum requirements for the safety, security, and health of the PCVs, according to Peace Corps guidance and policies.
* Visits sites, in accordance with Peace Corps guidance before assigning PCVs.
* Coordinates with Safety & Security and Medical staff to ensure the selected sites meet minimum work, health and safety requirements.
* Provides orientation to appropriate community members that will introduce them to the goals of Peace Corps, the role of the PCV, and the role of community members.

*Site Assignment*

* Provides Peace Corps Trainees (PCTs) with site information and orientation prior to site assignment.
* Works with other appropriate PC/SV staff to determine appropriate criteria to match skills and abilities to the needs in a particular site.
* Ensures that project, medical and safety/security related information is included in all site assignment information.

*Site Visits*

* Visits PCVs in their respective sites during their service, according to Peace Corps guidance, in order to assess the safety and security of the site, review technical activities, and ensure that job assignments are in compliance with established agreements and projected goals and objectives.
* Assesses PCV performance; inquires about personal and work-related problems or limitations, and provides advice and consultation as necessary.
* Refers PCV to appropriate staff member for additional guidance and support according to the expressed or perceived need.
* This requires a considerable amount of travel (driving oneself) to isolated areas all over the country and personal involvement away from assigned duty station.

**C. Administration**

* Negotiate administrative matters with host country partnering agencies and organizations such as direct contributions, transportation and per diem for PCVs.
* Participate in Senior Staff, Programming Unit, Project Advisory Committee, and other types of meetings where programmatic and administrative decisions are made.
* Coordinate logistics and administrative matters of project-related conferences and workshops.
* Analyze and review PCV requests for extensions, changes of sites, changes of work assignments, or other work related items.

**D. Training**

*Pre-Service Training (PST)*

* Responsible for developing training content.
* Provides PST Staff, including the PTS and Training Manager, with a detailed and appropriate Bridge to Training document from which the Calendar of Training Events (COTE) is designed.
* Coordinates the work of trainers and facilitators as it pertains to the content and quality of training.
* Leads the project training team in developing training objectives, and ensures the inclusion of global sector objectives and training packages as dictated by Peace Corps guidance.
* Maintains regular contact with the project trainers to ensure that training objectives are being met.
* Identifies training sites and appropriate PST resources; participates in PST events as appropriate.
* Provides Trainees with programmatic support and cross-cultural counseling as appropriate.
* Participates in the Trainee assessment and evaluation process.
* Approves participation of PCVs in PST activities and coordinates host country work partner collaboration in training.

*In-Service Training (IST)*

* Supervises the content and quality of sector-specific IST events to meet the ongoing training needs of PCVs.
* Participates in IST events as a facilitator, as needed.
* Coordinates with other PC/SV staff to determine sequence, content and re-design of IST events as needed.
* Plans, designs, and implements technical IST events such as Project Design and Management (PDM) workshops, counterparts conferences, and project workshops in coordination with the DPT, other staff, and PCVLs.

**E. Safety and Security**

Responsible for selecting communities where PCVs will serve, and monitoring PCV compliance with Peace Corps security guidance and policies. In addition, the position is responsible for working with Peace Corps staff in the event of an evacuation of PCVs from a designated area of the country in case of emergency, in accordance with the Emergency Action Plan of PC/SV. The PM will seek consultation on security issues as necessary from CD, PC Safety and Security Officer (PCSSO), embassy Regional Security Office (RSO), local police, and municipal leaders in PCV sites.

Additional Safety and Security duties include:

* Addresses safety and security proactively by ensuring appropriate assignments for Volunteers and adhering to Peace Corps site development policies and procedures.
* Identifies and immediately communicates Volunteer safety and security concerns or issues to the Safety and Security Manager (SSM) and the CD.
* Ensures 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 documentation when evaluating potential sites. Incorporates appropriate site-specific safety and security related information into site history documentation.
* Ensures designated host country counterparts participate in counterpart orientation/training and are prepared to work with and support Volunteers, including their role in Volunteer safety and security.
* Maintains communication with each Volunteer and solicits periodic feedback, including information about Volunteer safety and security.
* Maintains a calendar of Volunteer site visits, and completes appropriate number of site visits to assess Volunteer progress, safety and security, and to provide technical guidance and moral support.
* Monitors Volunteer compliance with Peace Corps policies, especially related to safety and security, and initiates corrective action as necessary.
* Participates in the design and implementation of the Emergency Action Plan (EAP).
* Acts as duty officer, as needed. In this capacity the PM will act as the official responsible for responding to emergencies involving PCV/Ts, including availability to travel immediately to a PCV/T site if circumstances require personal attention.
* Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

**F. Supervision**

Limited supervisory responsibilities: May be designated limited supervisory responsibilities if assigned by the Country Director and with the approval of the Regional Director. Personal Services Contractors (PSCs) may only supervise other PSCs.

The Program Manager will be responsible for supervising members of the Programming Team, including the Programming & Training Specialist (PTS) and Program Assistant (PA).

* Establishes work plans, develops a team approach and evaluates performance of direct reports.
* Identifies and assesses the training and professional development needs of the staff.
* Coordinates with DPT to design, deliver and coordinate staff development.
* Maintains a staff development plan for each direct report.
* Performs annual mid-year and end of year reviews.

**Other Duties**

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.

Performs other duties or assignments, when deemed necessary by the DPT or CD, for the successful implementation of Peace Corps program and/or operations in El Salvador.

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/El Salvador, the PSC may be temporarily assigned during that period, as determined by the Peace Corps Country Director, 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.

**Logistics**

The duty station for this position will be the Peace Corps El Salvador main office in San Salvador, with occasional travel required throughout the country or internationally. The basic full-time work week is 40 hours per week, Monday through Friday.

**Minimum Qualifications**

Education: Must have a university-level degree (equivalent to a BA or BS) in economic development, health, education, youth development, or a related field.

Prior Work Experience: At least five years of progressively responsible work experience in rural community development; at least four years of experience in project management.

Language Proficiency: Fluency in Spanish and English is required. Professional fluency in English will be considered as comparable to C1 on the CEFR scale, a TOEFL score of at least 95, or a degree from an English speaking country.

Driving: Must be at least 25 years of age, and have possessed a valid drivers license for at least the past five years. Must be able to obtain and maintain a medical clearance for driving suitability. Must be able to travel independently in El Salvador, up to 60% of the time, including ability to operate a four-wheel drive vehicle in remote locations.

Skills and Abilities: Knowledge of Salvadoran ministries including local structures and operations. Ability to work with local officials to develop and prepare appropriate assignments for volunteers. Ability to provide guidance and support to U.S. Americans over the course of their volunteer work.

Demonstrated ability to work with Salvadoran and U.S. American cultures. Must be fully proficient in the Microsoft Office Suite. Demonstrated ability to exercise sound judgment and professionalism.



**Peace Corps/El Salvador**

**JOB APPLICATION FORM**

***Responses must be typed onto this form, and only complete applications will be considered***

**Section 1**

1. **JOB INFORMATION**

**Vacancy Position Title:** Program Manager

1. **PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **Name** |  |
| **Email Address** |  |
| **Address** |  |
| **Phone numbers** |  |

1. **EDUCATION**

Complete the following information for all high schools and universities attended, beginning with your most recent:

|  |  |
| --- | --- |
| **School Name** |  |
| **City and state/province** |  |
| **Major (if applicable)** |  |
| **Type of degree/diploma received** |  |
| **Date degree/diploma received** |  |

|  |  |
| --- | --- |
| **School Name** |  |
| **City and state/province** |  |
| **Major (if applicable)** |  |
| **Type of degree/diploma received** |  |
| **Date degree/diploma received** |  |

|  |  |
| --- | --- |
| **School Name** |  |
| **City and state/province** |  |
| **Major (if applicable)** |  |
| **Type of degree/diploma received** |  |
| **Date degree/diploma received** |  |

*(add additional schools as-needed)*

1. **WORK EXPERIENCE**

Complete the following information for all related work experience over the past 10 years *(paid and non-paid)*, beginning with your most recent.

|  |  |
| --- | --- |
| **Employer’s Name & Address** |  |
| **Job Title** |  |
| **Hours per week** |  |
| **Starting Date (Mo & Yr)** |  |
| **Ending Date (Mo & Yr)** |  |
| **Total Time (MM/YY)** |  |
| **Duties and accomplishments** |  |
| If this is your current employer, may we contact your supervisor? **□ Yes □ No** | |
| If yes, please provide your supervisor’s name and phone number: |  |

|  |  |
| --- | --- |
| **Employer’s Name & Address** |  |
| **Job Title** |  |
| **Hours per week** |  |
| **Starting Date (Mo & Yr)** |  |
| **Ending Date (Mo & Yr)** |  |
| **Total Time (MM/YY)** |  |
| **Duties and accomplishments** |  |
| If this is your current employer, may we contact your supervisor? **□ Yes □ No** | |
| If yes, please provide your supervisor’s name and phone number: |  |

|  |  |
| --- | --- |
| **Employer’s Name & Address** |  |
| **Job Title** |  |
| **Hours per week** |  |
| **Starting Date (Mo & Yr)** |  |
| **Ending Date (Mo & Yr)** |  |
| **Total Time (MM/YY)** |  |
| **Duties and accomplishments** |  |
| If this is your current employer, may we contact your supervisor? **□ Yes □ No** | |
| If yes, please provide your supervisor’s name and phone number: |  |

|  |  |
| --- | --- |
| **Employer’s Name & Address** |  |
| **Job Title** |  |
| **Hours per week** |  |
| **Starting Date (Mo & Yr)** |  |
| **Ending Date (Mo & Yr)** |  |
| **Total Time (MM/YY)** |  |
| **Duties and accomplishments** |  |
| If this is your current employer, may we contact your supervisor? **□ Yes □ No** | |
| If yes, please provide your supervisor’s name and phone number: |  |

*(add additional work as-needed)*

1. **OTHER QUALIFICATIONS**

Please list any **job-related training courses** including titles and dates, skills, (e.g., foreign languages, computer knowledge, typing speed), as well as any **job-related certificates, licenses, honors and special accomplishments**:

**Section 2**

*Please read each of the following questions carefully and answer yes or no:*

1. Have you ever served as an applicant or Peace Corps Volunteer (including Response), or as an officer (USDH, PSC, or FSN), if yes, identify the position or job title, including the type of employment, title, start and end dates of your employment.

**\_\_\_ Yes \_\_\_ No**

1. Do you have a university-level degree (equivalent to a BA or BS) in economic development, health, education, youth development, or a related field?

**\_\_\_ Yes \_\_\_ No**

1. Do you have at least five years of progressively responsible work experience in rural community development, and at least four years of experience in project management?

**\_\_\_ Yes \_\_\_ No**

1. Are you at least 25 years old and have you had a valid Salvadorean Driver’s License for at least the past five years?

\_\_\_ **Yes** \_\_\_ **No**

1. Do you have professional fluency in both Spanish and English?

**\_\_\_ Yes \_\_\_ No**

*If you answered “yes” to all of the questions above, please complete the next section. Please read each question below carefully and ensure that your response sufficiently demonstrates your qualification and suitability for the position. Please note that answers will require more than a “yes” or “no” response; please go into as much relevant detail as possible.*

1. Describe in detail your professional experience with working in rural community development.

**Response:**

1. Discuss your professional experiences in project management.

**Response:**

1. Describe your experience working with other cultures; what challenges did you experience and how did you navigate them?.

**Response:**

**Section 3**

Provide the name and contact information of three (3) professional references, one of which should be a current or former supervisor:

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Email address** |  |
| **Phone numbers** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Email address** |  |
| **Phone numbers** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Email address** |  |
| **Phone numbers** |  |

*This application form must be sent along with your cover letter and resume for consideration.*