



## **STATEMENT OF WORK**

### **Program Manager – Environment Project (PM-ENV)**

**Position Summary:** Under the supervision of the Director of Programming and Training (DPT) is responsible for planning, developing, negotiating, implementing, and evaluating the Peace Corps Guyana Environment project. Manages and coordinates sector resources in order to provide technical, administrative and personal support to an average of 30 Peace Corps Volunteers (PCVs) each year.

The PM-ENV proactively identifies and develops assignments for PCVs and provides guidance and support in their cultural adaptation and professional development throughout service. The PM-ENV travels extensively throughout the country to identify sites, meet with work partners and provide volunteer support. The PM-ENV also works closely with the Training Manager (TM) to develop training curricula and events for a full 27 months of service for ENV PCVs. Trainings will include 10-week pre-service training and in-service trainings at intervals throughout service.

The PM-ENV represents Peace Corps Guyana with governmental officials and non-governmental organization representatives. The PM-ENV serves as a member of the Programming and Training team.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

##### **Volunteer Support (50%)**

###### ***Site Development:***

- Working within the goals and objectives of the environment project plan, the PM-ENV will identify appropriate work sites for PCV placement. In doing this, the PM-ENV ensures that such sites meet the criteria Peace Corps has for work place accommodation, housing and other specific safety and security standards.
- Ensures the viability of all volunteer assignments within the environment sector by meeting with the appropriate government officials, NGO officers, Volunteers and other relevant sources during the pre-selection phase of Volunteer site placement.
- Conducts detailed site surveys at community level in order to ensure that selected sites meet minimum work, health, and safety requirements.
- Fulfills all site development steps as outlined in the PC/Guyana Site Identification and Site Monitoring Standards and Procedures Handbook and completes and submits all necessary documentation within required deadlines.
- Prepares site packet documentation for submission to the Senior Management team for approval and ultimately to individual Peace Corps Trainees (PCTs).

###### ***Site Visits and Other Volunteer Support:***

- Establishes quarterly site visit calendar in collaboration with P&T staff for purposes of performing routine site visits to:

- Verify PCV health and safety;
- Review technical activities and ensure that appropriate supervision, guidance, and support are provided by the HCA/community for which the PCV works;
- Assure that job assignments are in compliance with established agreements and projected goals and objectives;
- Assess PCV performance, inquire about personal and work related problems or limitations and provide advice and consultation as necessary.
- Completes all required site visit documentation as outlined by PC/Guyana Site Identification and Site Monitoring Standards and Procedures Handbook.
- Enters relevant information into VIDA and submits all required documents for the PCV file in a timely manner.
- Reviews, monitors and evaluates PCV job progress to identify strengths, weaknesses or deficiencies and provides necessary professional guidance, motivation and encouragement to PCVs.
- Provides technical assistance and administrative support to PCVs.
- Provides timely feedback to PCVs on their Volunteer Reporting Form (VRF) twice a year.
- Coaches PCVs on strategies for cultural adaptation, coping and resiliency.
- Assesses behavior and overall performance of PCVs and discusses work related needs and problems.
- Identifies and informs PCVs about skill-building opportunities and facilitates PCVs' access to relevant materials. Serves as a liaison between other development agencies and international and national entities and Peace Corps Volunteers with respect to the latest information in the program sector.
- Liaises with sponsoring organizations to resolve any problems and/or difficulties PCVs are experiencing with their assignments.
- Ensures Volunteer adherence to PC and PC/Guyana policies and standards of conduct. Documents cases of inappropriate behavior and briefs the DPT and CD in a timely fashion. When appropriate, takes steps to overcome any identified deficiencies or obstacles, including disciplinary actions when necessary.

***Grants Management:***

- Assists PCVs in formulation of funding proposals and serves as a member of relevant concept review team.
- Participates in the grants committee review process.
- Support PCVs during the implementation and closing of grants, working closely with the Grants Coordinator and Administrative unit.
- Ensures the timely completion of all aspects of funded projects including collection of final project and financial reports.

**Project Development and Management (25%)**

- Researches and develops the Environment project framework consistent with the national plans and strategies. The project must meet PC programming criteria and must be developed in conjunction with Government of Guyana officials, PC staff and Volunteers, and community participants.
- Analyzes Host Country Agency (HCA) organizational structures and programs to determine appropriateness of PC collaboration and PCV assignments.

- Writes, revises and updates the Environment project implementation plan annually in conjunction with DPT, incorporating input from designated officials of HCAs, PCVs and other stakeholders.
- Works effectively as a team member to accomplish the Agency mission with other sector Program Managers, Volunteers, Post staff, and external U.S. and host country national (HCN) officials.
- Monitors trends in sector technical areas such as program changes and initiatives and advises the DPT on potential project initiatives and directions.
- Assists the DPT in preparing the annual project status reports (PSR) related to the sector project.
- Maintains written and face-to-face contact with government officials, NGO project coordinators, and other field staff on program issues.
- Hosts at least one Project Advisory Committee (PAC) meeting with key stakeholders annually.
- Prepares Job Specific Requests (JSRs) for Volunteers in collaboration with other sector Program Manager, the DPT and the CDO in Washington.
- In conjunction with other PMs, the TM, and the DPT, revise the Volunteer Assignment Description and Pre-departure Information Strategy as needed to reflect current program activities.
- Ensures that recommendations resulting from project evaluations are incorporated into the sector project framework and makes revisions in the project framework as necessary. Ensures that appropriate recruiting, training and programming revisions are implemented as a result of project evaluations.

#### ***Monitoring and Evaluation:***

- Monitors progress towards project goals, objectives and targets through Volunteer reports and site visits, uses such information for feedback to Volunteers, supervisors and other government officials.
- Develops, monitors and updates data collection tools. Ensures data collection tools are applicable to VRF reporting.
- Conducts data quality assurance checks with Volunteers to ensure correct use of data collection tools and understanding of basic M&E practices. Cleans VRF sector data.
- In collaboration with post staff, leads and coordinates the sharing of aggregated project level data from the VRFs with PCVs.
- In collaboration with the DPT, prepares sector components of the annual Status Reports (SRs) to share with partners.

#### **Supervision and Training (15%)**

- Assists with hiring, performance management and reviews and directly supervises the ENV Programming and Training Specialist.
- Assists the training staff in developing pre-service and in-service training curriculum according to the sector needs and objectives.
- Participates in Pre-Service Training (PST) and In-service Training events by designing and facilitating sessions, collaborating with sector technical trainers.
- Actively participates in the Training Design and Evaluation process to ensure the 27-month training curriculum accurately reflects the project framework and PCV training needs.

#### **General Management and Administration (5%)**

- Serves as an Occasional Money Handler and will at times courier cash and /or purchase orders to various vendors who furnish supplies and/or services. In the case of dealing with vendors, this position 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.

- Attends all Programming and Training (P&T) meetings and updates the P&T staff on project related matters.
- Contributes to the preparation of reports on the country program as required by PC/Washington or for other publicity and communications purposes.
- Ensures that all internal documentation is being met and maintains legible and organized PCV and Site History files.
- Assists in coordination of the daily work of the PC Volunteer Leader(s), in conjunction with the DPT.
- Provides sector related input and assists in the discharge of fiscal responsibilities, budget preparations and submissions, and maintenance of budgetary controls as requested by the Director of Management and Operations.
- Ensures that the PC/Guyana Administrative Unit has the information it needs to process Volunteer allowances and other payments in a timely fashion.
- Conducts administrative and office work corresponding to the project. This includes:
  - Approval of PCV's requests for work related items, travel authorization, per diem, vacations.
  - Participation in staff, volunteer committees and other meetings where important programmatic and administrative decisions are discussed.
  - Coordination of logistics and administrative matters of sector conferences and workshops;
  - Analysis and approval of PCV's requests for extensions, changes of sites, and changes of work assignments.
  - Ensures implementation of the daily operations procedures of PC/Guyana by PCVs outlined in the PC/Guyana Volunteer Handbook.
- Performs other activities as necessary or as directed by the DPT or Country Director (CD).

#### **Safety and Security 5%**

- Addresses safety and security proactively by ensuring appropriate assignments for Volunteers and adhering to Peace Corps site development policies and procedures.
- 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 files when evaluating potential sites. Incorporates appropriate site-specific safety and security-related information into site history files.
- 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 PCV and solicits periodic feedback, including information about Volunteer safety and security.
- Maintains a calendar of Volunteer site visits, and completes the appropriate number of site visits to assess Volunteer progress, safety and security, and to provide technical guidance and moral support.
- Monitors Volunteer compliance with PC policies, especially related to safety and security, and initiates corrective action as necessary.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Bachelor's degree in biology, environmental sciences, project management, education community development or other related field; master's degree preferred.
- Proficiency in Microsoft products such as Excel (ability to create and maintain a spreadsheet), Word (ability to create and maintain documents) and Outlook (ability to draft and send clear e-mail communications and manage a calendar).
- Maintains valid local driver's license (Driving test will be administered).
- 4-6 years of responsible experience in community development, environmental or conservation projects or environmental education; significant experience as a project designer and administrator, educator and trainer preferred.
- 4-6 years of training experience in environmental awareness, conservation and community development; understanding of adult learning principles and training of trainers preferred.
- 3-4 years' experience in project design/planning/implementation, monitoring/reporting and evaluation.
- 2-3 years' demonstrated experience representing an agency and cultivating and maintaining relationships with government officials, community members and stakeholders.
- Demonstrated proficiency and expertise in integrating science education and environmental education for elementary students and youth.
- Knowledge and experience with environmental topics, issues, and initiatives in Guyana.
- Experience working with volunteers and/or foreign nationals and in providing support/coaching.
- Ability to work effectively with a team as well as independently to complete tasks.
- Ability to follow oral and written instructions.
- Ability to prioritize and manage multiple tasks while remaining organized and efficient.
- Excellent written and verbal communication, customer service and interpersonal skills.