



Peace corps Cameroon Personal Service Contract Job Description

Position: Seasonal Education Technical Trainer (TEFL)
Supervisor: Training Manager (TM)
Number of Positions: 01

SUMMARY

Peace Corps Cameroon started its operations in Cameroon in 1962 with approximately 20 Volunteers currently serving in the local communities. Currently, Peace Corps is focusing its efforts on three key areas: Education, Agriculture, and Maternal and Child Health. Peace Corps Cameroon collaborates with a wide variety of national and international development organizations for technical support, training, and Volunteer assignments.

The Peace Corps has positions opening for Seasonal Education Technical Trainer (TEFL) who shall support the implementation of its mission in Cameroon. The incumbent shall work in a fast-paced office and must have a demonstrated record as an organized self-starter able to complete numerous tasks simultaneously and with minimum guidance but equally good working as a team member and providing quality customer service.

Under the supervision of the Training Manager (TM), with technical guidance from the Program Manager, the TEFL Technical Trainer is primarily responsible for assisting in development, management and implementation of the TEFL technical Training for Peace Corps Cameroon. The position is seasonal, covering the Peace Corps PST timeframe which typically is 3-4 months (May to August) and based where Peace Corps training takes place. Candidates should demonstrate the ability to work and live in a rural/semi-urban setting with very limited resources. The Candidate's workweek will be variable on an intermittent/as needed basis.

Duration of Contract

The anticipated contract will be for a base period (Three to four Months). The contract is contingent on availability of funds, continued need for the position, reference checks, and background checks.

Compensation : Compensation from 8,147,354 – 14,257,889 FCFA annual basic salary negotiable based on salary history and experience. (to be prorated for three to four months)

Location : Mbalmayo or Ngaoundere, Cameroon

Application opens: December 19, 2025 Application closes: January 4, 2026

Supervisory role : No

DUTIES AND RESPONSIBILITIES

Technical TEFL Education Instruction:

- Conduct Pre-training Research to prepare task analyses, identify resources, and clarify training goals with Peace Corps staff
- Ensure that the trainees experience all tasks that a TEFL teacher does in a Cameroonian school.
- Demonstrate ability to transform training packages into micro-teaching activities for trainees.
- Develop lesson plans and support materials for technical classes using Peace Corps' adult learning methodologies, and adapt lessons according to Trainees' needs
- Collaborate with Language Trainers and other training staff to integrate all training components in technical lessons
- Implement the formal pre-service technical curriculum and facilitating technical sessions
- Deliver technical training, including practical instructions; classroom activities; facilitation of field exercises; supervision of Trainee Directed Activities (TDAs); assistance to Trainees in preparation of projects; individual support to Trainees
- Prepare and implement individualized activities for advanced learners and for Trainees who have learning difficulties



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- Formally evaluate technical progress of Trainees including weekly individual feedback to Trainees
- Maintain files of written lesson plans and handouts for all technical programs
- Participate in the design and implementation of the competency-based technical curriculum
- Assist the Training Manager and the Program Manager in developing, assessing and redesigning competencies and training sessions as required
- Participate, as needed, in design and delivery of follow-up Volunteer in-service trainings (ISTs)
- Support the implementation of practicum for trainees through collaboration with various practicum activities staff
- Coordinate and oversee the organization of practicum for Trainees, including the planning and implementation of a teaching practice, model school, vacation camp and/or other classroom-based activities.

Trainee Support

- Participate as a team member with other Trainers in the integrated design and implementation of the Community Based Training program (including participating in pre-training research)
- Ensure that safety and security competencies are incorporated and actively integrated in PST and effectively delivered to trainees so that their achievement is properly evaluated and documented
- Support the safety and security systems that are in place for PST, including reinforcing to trainees their roles and responsibilities related to their personal safety and security
- Evaluate Trainee progress according to the continuum of learning and assessment, and provide feedback to Trainees using the Coach Approach methodology
- Provide support/guidance to Trainees and other training staff
- Participate in non-technical sessions as needed (i.e. language/medical/safety sessions) to reinforce and provide support
- Perform any other duty assigned by Training Manager or Program Manager

Other duties

- Performs other duties or assignments assigned by the Director of Programming and Training or TM.

Other Flexibilities: If there is a time at post, due to a 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/Cameroon, 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.

SAFETY & SECURITY

Assists the Training Manager in developing, assessing and redesigning competencies and training sessions as required. Evaluates and reports Volunteer/Trainee acquisition of safety and security competencies. Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and Training Manager. Supports the safety and security systems that are in-place for pre-service training, including reinforcing Trainee roles and responsibilities related to personal safety and security. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.



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REQUIRED QUALIFICATIONS

Education: University degree in English Modern Letters or Linguistics or Bilingual Series for TEFL trainers

Prior Work Experience: At least 3 years of experience teaching English/Anglais in the francophone section in a secondary school.

Language Proficiency: Excellent verbal and written communication skills in English and working knowledge in French

Knowledge, Skills, and Attitudes:

- Documented ability to design and deliver training sessions to adults.
- Documented ability to use the internet and work with Microsoft programs (basic Excel, PowerPoint, Word)
- Documented skill as a trainer, facilitator and mentor in a cross-cultural setting

DESIRED QUALIFICATIONS:

- Experience in implementing competency-based approach or communicative approach to language learning.

Application instructions

Interested applicants for this position must submit the following:

1. Cover letter in MS Word or PDF
2. Resume (CV) in MS Word or PDF
3. Three professional references (Email and Telephone numbers)

Peace Corps Cameroon does not accept documents saved on any cloud format including Google.

Submit your application to the following email address: CM-HR@peacecorps.gov and include **SEASONAL TEFL TECHNICAL TRAINER** in the subject line.

No telephone calls or personal visits please. Only the documents listed in the application instructions should be submitted, including your telephone number and a valid email address by **January 04, 2026**. Only candidates selected for an interview will be contacted.

Other Elements

- One or more positions may be filled from the announcement, or that Peace Corps may choose not to fill any positions from the announcement.
- The Peace Corps reserves the right to not evaluate or to withhold an offer of a personal services contract to an individual that has a history of poor past performance or conduct as a Peace Corps Trainee, Volunteer, or staff member (USDH, PSC, or FSN).
- The Peace Corps reserves the right to withhold an offer of a personal services contract to an individual that is a relative or household member of a current Peace Corps staff member.
- Candidates who have current or prior connections with intelligence activities or agencies through employment, related work, or even family relations may be ineligible for a personal services contract.



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- The candidate will be required to follow any workplace health and/or safety rules indicated for their position – including complying with any medical and/or training requirements specified for their position in accordance with public health and/or occupational health or safety policies.
- Peace Corps will not discriminate against an applicant because of that person's race, color, religion, sex, national origin, age (40 or older, except when the applicant is beyond the mandatory retirement age in the country of assignment), disability, or other bases provided for under the Peace Corps Manual Section 653 – Equal Employment Opportunity and Affirmative Employment, or history of participation in the Peace Corps discrimination complaint process, which arise in connection with their employment outside of the United States.
- The candidate may be asked to complete one or more temporary duty assignments at other Peace Corps posts, transfer to another Peace Corps post, or to complete a detail with another USG Agency, a Peace Corps Headquarters office, or with a post other than the post of assignment. As part of an approved detail, the individual may be requested to perform work that may be specifically in line with or may add to the duties stated in the contract.