



## Peace corps Cameroon Personal Service Contract Job Description

**Position:** Seasonal Language and Cross-Cultural Coordinator (LCC)  
**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 Language and Cross-Cultural Coordinator (LCC) 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), the LCC is primarily responsible for assisting in development, management and implementation of the Language and Cross Culture 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 LCC, if designated, may serve as the supervisor of the Language and Culture Facilitators. 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 11,176,004 – 19,558,004 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 : Yes

### DUTIES AND RESPONSIBILITIES

The LCC will have the following roles and responsibilities

#### Language:

- Design and implement Pre-Service Training (PST) language programs for trainees
- Organize and coordinate the language component of the PST Training and integrate it into the overall training design
- Develop and/or coordinate the development of language curricula, scope and schedule
- Manage the language programs and develop lessons and sessions plans (complete with learning objectives)
- Do need assessments for the language needs of Volunteers
- Evaluate Trainees' progress in line with Peace Corps assessment tools
- Coordinate and supervise language testing and conduct language interviews
- Observe classes of language instructors and give feedback on their teaching / facilitation
- Design and conduct workshops for both new and experienced language instructors before and during PST



## **Peace corps Cameroon**

### **Personal Service Contract Job Description**

- Develop and/or coordinate the language learning materials for PST and other training events
- Develop and/or coordinate the development of materials for ongoing language learning
- Develop and/or revise language materials
- Design a system to evaluate learner's progress and the effectiveness of the language learning program
- Train language trainers and other training staff in adult learning theories
- Use adult learning methodologies in all training sessions.
- Ensure that safety and security competencies are incorporated and actively integrated in language learning and effectively delivered to PCTs, so that their achievement is properly evaluated and documented
- Support the safety and security systems that are in place for PST, including reinforcing PCTs roles and responsibilities related to their personal safety and security
- Participate, as needed, in design and delivery of follow-up Volunteer language in-service training.
- Facilitate TOTs for language trainers

#### **Cross-culture**

- Design and implement Pre-Service Training (PST) cross-culture programs for trainees
- Organize and coordinate the cross-culture component of the PST Training and integrate it into the overall training design
- Develop and/or coordinate the development of cross-culture curricula, scope and schedule
- Manage the cross-culture programs and develop lessons and sessions plans
- Do need assessments for the cross-culture needs of Volunteers
- Develop and/or coordinate the cross-culture learning materials for PST
- Develop and/or coordinate the development of materials for ongoing cross-culture learning
- Develop and/or revise cross-culture materials

#### **Supervision**

- Supervise, evaluate and assess the language and cross-cultural trainers.
- Organize and provide evaluative feedback to trainees on progress in language and cross-cultural learning
- Design a needs assessments to analyze learners' needs
- Evaluate Trainees' progress; coordinate and supervise language testing and conduct language interviews
- Observe classes of language instructors and give feedback on their teaching
- Design a system to evaluate learner's progress and the effectiveness of the language and cross-cultural learning program.
- Prepare and submit to the Training Manager a written evaluation for the language trainers at the end of each PST

#### **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.



## Peace corps Cameroon Personal Service Contract Job Description

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.

### **REQUIRED QUALIFICATIONS**

**Education:** University degree in Language, Literature, Education or related areas. A university degree in any field plus 10 years of relevant experience (language teaching) will be considered.

### **Prior Work Experience:**

- At least 5 years of teaching experience in language, literature, culture or adult training.
- At least 3 years of Related work experience including supervision / leadership,
- At least 5 years of experience in implementation of training for groups, training session design and delivery.

**Language Proficiency:** Excellent written and oral skills in French and Intermediate level knowledge of English. Proficiency in Fulfulde would be an advantage.

### **Knowledge, Skills, and Attitudes:**

- Documented skills as a trainer, facilitator, and mentor in a cross-cultural setting (Will be tested)
- Documented proficiency in use of the internet and with Microsoft programs: Excel, PowerPoint. Word... (Will be tested)

**DESIRED QUALIFICATIONS:** Knowledge of Peace Corps, its mission, its approach to development and its training methodology will be valued.

**DESIRED QUALIFICATIONS:** A strong knowledge of Peace Corps and its language teaching model.

### **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 Personal Service Contract Job Description

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](mailto:CM-HR@peacecorps.gov) and include **SEASONAL LANGUAGE AND CROSS-CULTURAL COORDINATOR** 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.
- 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.