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## ATTACHMENT I – STATEMENT OF WORK

**Position Title:** TEFL Program Assistant - Montenegro

**Work Hours:** Personal Service Contractor – Full Time

**Basic Function of Position:**

This position provides support to the Program Management of Peace Corps Albania and Montenegro’s English Education Project in Montenegro. The Program Assistant works as part of a team with the TEFL Program Manager, the Director of Programming and Training and other Programming and Training Staff and collaborates closely with all Peace Corps Albania and Montenegro Staff. The TEFL Program Assistant reports directly to the Director of Programming and Training.

This position contributes to the English Education Project by instructing Trainees and Volunteers in Montenegro during the various trainings and workshops organized throughout the year. An important responsibility of the Program Assistant is the provision of support to Volunteers and Trainees which includes regular communication with Volunteers and Trainees regarding their primary work assignments, secondary projects, and work and personal relationships with Montenegrins in their communities. The incumbent will assist Volunteers in solving problems they encounter, reporting progress made toward the English Education Project’s goals and coordinating with all Programming and Training staff. The Position is also responsible for identifying host families and housing, as well as providing feedback to Volunteers on their work, community integration and project reporting.

Additional functions include assisting in the following: developing and maintaining project plans; identifying viable, effective and safe sites and housing for Peace Corps Volunteers; monitoring and evaluating the implementation of individual Volunteer projects to ensure their quality and consistency with the project plans; and serving as a liaison between Peace Corps and Montenegrin ministries and host agencies engaged in English language instruction.

**Major Duties and Responsibilities**

Include, but are not limited to, the following:

**Assist with Project Development and Management**

* Assist in developing and maintaining the Peace Corps English Education project that it reflects and serves the needs of Montenegro.
* Assist in preparing documentation for the Peace Corps projects that conforms to the mission, goals and standards of Peace Corps.
* Assist in developing assignments for Volunteers through site identification visits and other relevant activities, and in maintaining contacts with potential sponsoring agencies to assure that prospective sites meet the minimum criteria for safety and security, workable job assignment, and viable host families and housing situations for Volunteers.
* Assist in compiling and maintaining complete Site History files that include important safety and security-related information that is used to determine each site’s acceptability using PC Albania and Montenegro guidelines.

**Assist with Pre-Service and In-Service Trainings**

* As a part of a team, instruct Volunteers on the technical aspects of Teaching English as a Foreign Language
* Assisting in designing, implementing, and evaluating pre-service training.
* Participating in the evaluation of the qualifications of each potential new Volunteer during pre-service training.
* Assisting in developing, conducting, and evaluating in-service training events.
* Assisting in integrating safety and security concerns into all training events.

**Assist with Project Monitoring and Evaluation**

* Assist in designing and implementing effective project monitoring and evaluation activities that include safety and security.
* Assist in preparing annual progress reports.
* Assist in preparing site visit reports and project evaluation reports.
* Provide feedback and support to Trainees and Volunteers on their project reporting in Peace Corps’ Volunteer Reporting and Grants (VRG) system.
* Compile, translate and post online Volunteer “Success Stories” for web site and social media publication.

**Assist with Volunteer Support**

* Provide on-site and remote support to Volunteers through frequent telephone and email communication, as well as Volunteer site visits. Site visits will include observation of Volunteer work, and meetings with host families and counterparts, in order to enhance the Volunteer’s working relationships, community integration, and assure safety and security. The incumbent will be required to document activities and results in regular site visit reports.
* Assist with developing and maintaining systems (VRG, VIDA, Site Visit Reports, etc.) that maintain good communication with and provide channels for soliciting feedback from Volunteers, including information regarding their safety and security.
* Maintain up-to-date information regarding relevant legislation; national policy changes; contact lists of relevant local organizations, institutions, and agencies; and other published resources including reference texts, professional journals and other similar information; and make the information readily available to Volunteers.

**Safety and Security**

* Identify and communicate Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and the Country Director (CD).
* Assist Program Managers 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.).
* Review and reference site history files when evaluating potential sites and incorporate appropriate safety and security-related information into site history files.
* Monitor Volunteer compliance with Peace Corps policies, especially related to 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.

**Other Duties and Activities**

* Assist in planning, implementing and monitoring special activities in conformance with relevant Peace Corps Washington and Post policies.
* Maintain project files and handle correspondence.
* Make arrangements for meetings and conferences.
* Perform other duties as assigned.

**Required Qualifications**

**Education**: University degree in a field of study relevant for projects in English language teaching/education. Preference will be given to candidates with relevant experience and a relevant graduate degree.

**Prior Work Experience:**+ 2 years of related work with relevant experience in teaching and/or training, online teaching and learning tools and platforms. Experienced with working in a government agencies, not-for-profit organizations, or private businesses.

**Language Proficiency:** Excellent command of English, both spoken and written; native ability in spoken and written Montenegrin.

**Computer Skills:** Excellent computer skills including Microsoft Office and spreadsheet programs.

**Abilities:**

* Work independently with little supervision.
* Good organization and time management skills.
* Willingness to take the initiative.
* Excellent teamwork skills.
* Strong service attitude and personal integrity.

**Desired Qualifications**

* Experience as a teacher and/or trainer; Experience with online teaching and learning tools and platforms;
* Strong cross-cultural and interpersonal skills, strong interest in Montenegro’s development; and
* Able to travel extensively around Montenegro and occasionally to Albania.
* Able to work on a regular Monday through Friday schedule with occasional overnight travel as well as evening and weekend hours when necessary.
* Able to maintain clean background check/security badge.
* Valid passport and ability to travel outside Montenegro.

**Position Elements:**

* **Supervision Received:** Supervised by the Director of Programming and Training with daily direction provided by the Program Manager for the English Education Project. For new, difficult, or unusual tasks, supervisors give directions on objectives and suggested procedures. The TEFL Program Assistant is expected to take the initiative to meet established deadlines, and document and communicate procedures to the Director of Programming and Training and the TEFL Program Manager.
* **Supervision Exercised:** None directly.
* **Available Guidelines:** 1) Peace Corps Manual, 2) Foreign Affairs Manual 3) Federal and State Department Regulations, 4) Instructions provided by the TEFL Program Manager and the Director of Programming and Training, 5) PCAM Staff Handbook, 6) Local Labor Law.
* **Exercise of Judgment**: Broad exercise of judgment within the confines of job responsibilities.

Authority to Make Commitments: The Program Assistant is expected to research, negotiate, and suggest solutions within the confines of the job responsibilities.

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* **Nature, Level and Purpose of Contacts:** Works closely with the TEFL Program Manager, Director of Programming and Training and Peace Corps Trainees and Volunteers. Communicates at all levels as required by the job responsibilities.

***Guidance on use of a US Government Vehicle and/or Privately-Owned-Vehicle***

To the extent Contractor is allowed to operate a US government owned, leased, or rented vehicle (GOV) to perform their job duties, the Contractor must operate that vehicle safely at all times and only operate it for official business purposes as defined in 31 USC 1334.

Contractor is encouraged to refrain from texting or from engaging in any behavior that distracts attention from driving safely at any time. Except in an emergency situation, Contractor shall not text message (i) when driving a GOV; (ii) when driving a privately-owned vehicle (POV) while on official government business; or (iii) while using electronic equipment supplied by the government while driving any vehicle (even during off-duty hours).”

***Occasional Money Handler***

The personal services contractor (PSC) 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 sites, or other locations as directed by the Contracting Officer. The PSC may also be requested to courier cash to Peace Corps Trainees or Volunteers. The PSC 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 PSC 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.

***Worldwide Availability***

The Contractor is subject to worldwide availability and may be requested by the Peace  Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters  or  perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps’ as assigned.  Any such reassignment or transfer shall be subject to agreement of the Contractor.