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**JOB vacancy announcement**

**LOCATION: Based in Podgorica, Montenegro**

**CLASSIFICATION: Personal Services Contractor (PSC) / Full Time**

**POSITION: TEFL Program Assistant – Based in Montenegro**

**OPENING DATE: Tuesday, July 18th, 2023**

**CLOSING DATE: Monday, August 14th, 2023**

The United States Peace Corps seeks a TEFL Program Assistant based in Montenegro who will provide support to the Program Management of Peace Corps Albania and Montenegro’s English Education Project in Montenegro. The TEFL 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 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.

**Qualifications and Evaluation Criteria**

Candidates must meet all Requirements. Candidates will be further evaluated on exceeding the minimum requirements, as well as additional qualifications presented.

**Requirements**

* **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.
* **Experience****:** + 2 years of related work with relevant experience in teaching and/or training, online teaching and learning tools and platforms.
* **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: Windows, Excel, Word.

**Additional Requirements:**

* Ability to maintain clean background check/security badge.
* Valid passport and ability to travel across borders.
* Ability to work on a regular Monday through Friday schedule with occasional evening and weekend hours when necessary.

**Preferred Qualifications:**

* Demonstrated organizational and communication skills, intercultural competence, diversity, equity, inclusion, and accessibility related skills.
* Demonstrated ability to synthetize, interpret, and apply regulations.
* Willingness to take the initiative; and has excellent teamwork skills.

**Compensation**

The Peace Corps is an equal opportunity employer, and it is the policy of the Peace Corps to provide equal opportunity in employment to all persons, to prohibit discrimination because of race, color, religion, sex, national origin, age, disability, or veteran status. It is the policy of Peace Corps Albania and Montenegro to pay wages similar to those paid by other local employers for similar work.

**TO APPLY FOR THIS JOB:**

Applicants must submit their application documentation to the Director of Management and Operations by, **COB, Monday, August 14th, 2023, to** AL-Information@peacecorps.gov.

***All submitted applications will include:***

* Application packages should include a current resume or CV, a cover letter explaining your qualifications for the position, & at minimum three professional references, certificates, or other documents that can demonstrate your skills & abilities.
* Please ensure to provide an English translated version of all documents that are in Montenegrin.

**Only applications from qualified applicants received on or before COB, Monday, August 14th, 2023, will be considered. Only qualified candidates will be contacted.**

The Peace Corps is an Equal Opportunity Employer. For more information, please visit:

[Montenegro - Montenegro (peacecorps.gov)](https://www.peacecorps.gov/montenegro/)