



# JOB VACANCY ANNOUNCEMENT

Number: **PC 24-002**

Position: **Program Manager (Health, Water & Sanitation), PSC - 11**

Office: **U. S. Peace Corps, GHANA**

Open to: **All Interested Candidates**

Work hours: **40hrs a week**

Closing Date: **February 02, 2024**

Salary: **\$30,983.00 – 48,023.00.00 PA plus benefits**

## **PERSONAL SERVICES CONTRACTOR (PSC)**

The Peace Corps is a United States federal agency that promotes international peace, friendship, and sustainable development by providing trained men and women to serve in local communities. In Ghana, these trained men and women (Peace Corps Volunteers) work in the areas of Health, Education, and Agriculture. The agency in Ghana is seeking to hire a highly skilled professional to provide leadership in developing and maintaining a program that contributes to the Post's goal of nurturing and supporting resilient, culturally sensitive, responsible, and able Volunteers. The Cashier reports to the Director of Management and Operations and is responsible for all cashing transactions/processes of the Peace Corps Ghana office.

### **Desired Qualifications and Statement of Work:**

- Please see the attached Desired and Required Qualifications, and Statement of Work.

***Interested applicants for this position must submit the following or the application will not be considered:***

- 1) *A cover letter*
- 2) *A detailed résumé or C.V. that includes:*
  - *Professional positions held identifying duties, responsibilities, dates of employment and reasons for leaving.*
  - *Education and training, schools attended, dates of attendance, qualifications obtained.*
  - *An accounting for periods of unemployment longer than three months*
  - *3 Professional references*
- 3) *Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above:*

**Write the position title as email subject and send application packet to [GH-Jobs@peacecorps.gov](mailto:GH-Jobs@peacecorps.gov). See our website for full job description and application details: <https://www.peacecorps.gov/ghana/contracts/>**

**U. S. Peace Corps – Ghana**  
**Program Manager (Health, Water and Sanitation)**  
**Number of Positions: One position**  
**Duty Station: Accra, Ghana**

**REQUIRED QUALIFICATIONS**

Academic Requirements and Training Experience:

- Education: Master's degree in Community Development, Public Health or related field.
- Experience: A minimum of five years in the field of Health Water and Sanitation with direct experience teaching/training adults in community development level
- Five years progressively responsible experience managing community health projects (malaria, nutrition, water sanitation, maternal and child health, or others)
- Experience: A minimum of two years of working in a multi-cultural environment.
- Experience: Three years of experience in program administration and evaluation.
- Knowledge: Knowledge of adult education techniques, gender analysis, community analysis and project management.
- Abilities: Ability to work on a team and maintain good working relationships with Peace Corps Staff and Volunteers/Trainees. Ability to develop and maintain mid-level contacts within the host government, international aid agencies and the private sector.
- Ability to employ sound judgment while following organizational guidelines and policies.
- Abilities: Excellent computer skills including Word, Excel, email, PowerPoint and entering information into databases.

**DESIRED QUALIFICATION**

- Demonstrates increasing levels of responsibility in previous employment
- Previous experience as a trainer with Peace Corps training programs or similar international training program
- Experience supervising others
- Experience working with volunteers
- Experience with grants management, budget management and/or adhering to external funding guidelines

## **STATEMENT OF WORK:**

### **PROGRAM MANAGER/HEALTH, WATER AND SANITATION**

The Program Manager for Health, Water and Sanitation is responsible for 1) programming, 2) volunteer support and safety, 3) training, and 4) management and administration of one of the three programs of Peace Corps/Ghana. The PM/Health, Water and Sanitation reports directly to the Director of Programming and Training and serves as a member of the senior staff of Peace Corps/Ghana. The PM has supervisory responsibilities (with appropriate IGF approval) of the Programming and Training Specialist, Health Water & Sanitation.

#### **Programming**

The Program Manager/Health Water & Sanitation develops, maintains, monitors and evaluates the Health, Water & Sanitation programs to ensure that they are responsive to host country development needs and policies and consistent with Peace Corps programming principles and Volunteer resources. Develops and maintains strong and productive working relationships with schools, government agencies, NGOs, and other local organizations to further programming activities. Identifies and develops a network of resource persons to respond to ongoing program support needs. Ensures that the program is appropriately coordinated and develops work plans that are realistic and responsive to Peace Corps/Ghana strategic planning goals. Demonstrates an understanding of Peace Corps recruitment, training, and programming systems that results in successful site placement of PC Trainees and Volunteers. Makes timely, thoughtful submissions of programming documents.

#### **Volunteer support and safety**

The PM/ Health Water & Sanitation provides timely, locally appropriate technical, personal, and administrative support to Volunteers through site development prior to the arrival of Volunteers, site management and visits to Volunteers, office time, correspondences, and other communications during the Volunteers' 27 months of service. The PM ensures that all information regarding site management and/or visit is properly completed and filed/uploaded in a timely fashion. Demonstrates sound decision-making and utilizes good judgment while under stress or in emergency situations. Provides accurate, thorough and prompt technical information to Volunteers. Takes appropriate measures in Volunteers' programming, placement, and support to ensure high levels of Volunteer health, safety, and security. Works to develop systems of Volunteer support within host agencies and local organizations independent of Peace Corps. Collects and uploads information about communities, trainees, and volunteers in an accurate and timely manner for the Volunteer Information Database (VIDA) (i.e. notes and documents about sites, work locations, housing location, community contacts, information on volunteer site changes, and notes on relevant communication with Trainees/Volunteers). Enters and searches for information in Volunteer Reporting and Grants system (VRG) related to PCV projects/activities and for report generation, relevant communication and follow up with Volunteers' grant activities and reporting. Reviews Volunteers activity reports in VRG and provides quality and timely feedback.

#### **Training**

The PM/ Health Water & Sanitation plans and coordinates all trainings for Health Water & Sanitation Trainees and Volunteers in collaboration with the Training Manager (TM), Training Coordinator (TC), Language and Cross Culture Coordinator (LCC), Language and Cross Culture Facilitators (LCFs), and Director of Programming and Training (DPT). A comprehensive sector training program, based on the Education Logical Project Framework (LPF), is delivered during the Pre Service Training (PST) (10 weeks) and In Service Trainings (IST) (1 week), which provides Volunteers with knowledge and skills to successfully fulfill their assignments. The PM and Programming and Training Specialist/ Health Water & Sanitation take active roles in the training design workshop and training of trainers to determine the appropriate technical content for the Pre-Service Training and design the training syllabus based on Logical Project Frameworks and previous Volunteer feedback. The PM utilizes local material and human resources to maximize appropriateness of training and reduce dependence on external resources. Establishes training goals and objectives and assists training staff in the training planning and execution, providing input in the general areas of cross culture, cross-sectoral integration, and health and safety. Spends adequate time with trainees and training staff during PST in formal and informal sessions to accurately assess trainees' successful site placement. Organizes and actively participates in Trainee Assessment Roundtables and provides constructive feedback on Trainee learning by utilizing the Volunteer Competency Model. Participates in the Project Design and Management training to ensure that the training supports Education project goals and Volunteer needs. Works closely with and supervises the Programming and Training Specialist who is responsible for delivering most of the training sessions.

#### **4. Management and Administration**

The PM/Health Water & Sanitation supports the larger country program as a team member through active participation in staff meetings and other in-house forums as well as during community, regional, and national activities. Demonstrates

critical thinking and problem-solving abilities in resolving programming and Volunteer issues. Advises the Country Director and DPT in a timely manner of significant problems and recommends viable solutions that can be readily adopted. Provides clear guidance to Volunteers regarding Peace Corps policies and enforces policies in a fair and consistent manner in collaboration with the Country Director. Maintains project records including technical and administrative reports. Writes and distributes regular project reports including annual Project Status Report (PSR) to Peace Corps Headquarters in Washington DC. Explains and promotes the goals of the program through regular communications, presentations, and official functions to stakeholders such as school Principals and teachers, traditional and political community leaders and Ministry representatives. Adheres to Agency wide electronic management system including proper filing, archiving, and clean-up of electronic files.

**May be designated limited supervisory responsibilities** if assigned by the Country Director and with the approval of the Regional Director. Personal Services Contractors (PSCs) may only supervise other PSCs. (See MS 743a and MS 744a).

This position may act as an Occasional Money Handler, as assigned, or be designated at a sub-cashier with appropriate training, to perform work within the scope of duties. The PSC may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training sites, or other locations as directed by the Contracting Officer. The PSC may also be required to courier cash to PC 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; of the Peace Corps Act.

#### **Safety and Security Duties:**

Addresses safety and security proactively by ensuring appropriate assignments for Volunteers and adhering to Peace Corps site development policies and procedures. Identifies and immediately communicates Volunteer safety and security concerns or issues to the Safety and Security Manager (SSM) and the CD. 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 Volunteer and solicits periodic feedback, including information about Volunteer safety and security. Maintains a calendar of Volunteer site visits, and completes appropriate number of site visits to assess Volunteer progress, safety and security, and to provide technical guidance and moral support. Monitors Volunteer compliance with Peace Corps policies, especially related to safety and security, and initiates corrective action as necessary. Participates in the design and implementation of the Emergency Action Plan (EAP). Acts as duty officer, as needed. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

#### **Miscellaneous:**

To the extent Contractor operates a US government owned, leased, or rented vehicle (GOV) to perform his or her job duties, Contractor must operate that vehicle safely at all times and only operate it for official business purposes as defined in 31 USC 1334 and Peace Corps MS 522.

Contractor must refrain from texting or from engaging in any behavior that distracts attention from driving safely at any time. Except in an emergency situation, Contractor must 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).

Authorization must be given by the Country Director for any staff to drive a Peace Corps Vehicle.

PSC is expected to adhere to Peace Corps code of conducts as mentioned in the PSC contract with reference to PC Manual Sections and the Ghana Staff Handbook.

#### **Temporary Duties (TDY):**

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.