

**TOGO**

**REF NO:** PSC-04-2022

**PERSONAL SERVICES CONTRACTOR (PSC) VACANCY ANNOUNCEMENT**

**OPEN TO:** All interested eligible and qualified candidates.

**POSITION:** Program Assistant – Community Health and System Strengthening

(CHESS)/Regional Coordinator

**SALARY:** Compensation from 7,412,989 FCFA to 11,490,140 FCFA per annum, based on prior salary history.

**OPENING DATE:** September 5, 2022

**CLOSING DATE:** September 19, 2022

**WORK HOURS:** This is a full-time position, requiring a minimum working schedule of 40 hours per week.

**LOCATION OF THE POSITION:** The position may be based either in Lomé or in a field location in Togo, at the discretion of the Peace Corps. The duties and responsibilities of the Program Assistant/Regional Coordinator are executed from both the field and the office in Lomé.

**LENGTH OF CONTRACT:** The anticipated contract will be for a base period, with up to four option periods, exercisable at the unilateral option of the Peace Corps based on satisfactory performance, continued need for the position, and availability of funds.

**NOTE: Any applicants who are not Togolese citizens must already have the required work and/or residency permits to be eligible for consideration.**

The United States Peace Corps, a United States government agency leading Volunteer programs in 65 countries around the world, is seeking a Program Assistant – Community Health and System Strengthening (CHESS)/Regional Coordinator.

Under the supervision of the Program Manager (PM) for CHESS, the Program Assistant/Regional Coordinator (PA/RC) is responsible for assisting the PM in the planning, development, implementation, and administration of CHESS projects and the implementation of Post’s site management strategy. The PA/RC represents Peace Corps/Togo with governmental and non-governmental officials when facilitating meetings in the interest of the program. The primary responsibilities of the PA/RC include identifying potential Volunteer sites, delivering technical training and technical program support for their program sector, and providing programmatic and technical support to Volunteers. The PA/RC may also serve as a subcashier. The PA/RC serves as a member of the Programming and Training (P&T) team and supports Volunteers and Response Volunteers. The PA/RC must be willing to travel extensively in the field in order to fulfill responsibilities.

**Major responsibilities include, but are not limited to:**

*Note: The nature of Volunteer support requires unusual work patterns including:*

* *Extensive travel (approximately 80% of time away from the Peace Corps office in Lomé or the Volunteer workstation serving as the PA/RC base of operations) usually to Volunteer sites, potential Volunteer sites, and Pre-Service Training (PST) sites;*
* *The need to be accessible 24 hours a day and 7 days a week to respond to Volunteer emergencies;*
* *Emergency trips to the field;*
* *Counseling Volunteers on work and personal issues.*

**The duties of the Program Assistant/Regional Coordinator include, but are not limited to:**

**Project Definition, Development, and Management:**

* Project design/review - In collaboration with Post staff and Headquarters technical specialists, assists in reviewing, redesigning, and writing a project framework for the Health sector consistent with Togolese priorities and Peace Corps capacities. The project must meet PC programming criteria and must be developed in conjunction with Government of Togo officials, PC staff and Volunteers, and community participants.
* Project monitoring and evaluation - Assists in monitoring trends in sector technical areas such as Ministry changes and initiatives as well as initiatives by other development entities working within the sector and provides recommendations to the PM on potential modification of project initiatives and directions. In coordination with the Monitoring, Reporting and Evaluation Specialist (MRES) and PM, monitors progress towards project goals and objectives by ensuring collection of quality data by Volunteers. Analyses data and recommends project modifications to the PM based on data.
* Project reporting and dissemination - In coordination with the Director of Programming and Training (DPT), PM and MRES, completes annual status reports related to the sector project. Contributes to the preparation of reports on the country program as required by Peace Corps/Headquarters or for other publicity and communications purposes. Maintains written and face-to-face contact with government officials, NGO project coordinators, and other field staff with respect to issues such as technical support, housing, supervision of Volunteers, and program development and implementation.

**Pre-Service and In-Service Training:**

* Collaborates with the PM and training staff to assess Peace Corps Trainee (PCT) competence for service.
* Assists the PM to complete timely initial and site placement interviews with PCTs.
* Trainee assessment – Coordinates with PM and training staff on the design, implementation, and evaluation of the Pre-service and In-Service Training (PST and IST) events by participating in the Trainee Assessment Process (TAP) and sharing feedback regarding the readiness of each Trainee to perform in his/her proposed Volunteer assignment; identifying relevant competencies and human and material resources; assessing PCT/V needs, and drafting the training continuum for PCVs.
* Instructional design – Assists PM and training staff in designing, delivering, and evaluating PST and IST technical training curriculum and materials. All training must be aligned with project goals and objectives including collaboration with all facilitators, solicitation of guest speakers, and communication with the TM on any training needs and costs.
* Training facilitation – Participates and assists in PST and IST events by facilitating sessions as needed and collaborating with sector technical trainers.
* Training administration - Actively participates in the Training Design and Evaluation (TDE) process to ensure the 27-month training curriculum accurately reflects the Logical Project Framework (LPF), its accompanying M&E Plan, and PCV training needs. Assists PM to complete and submit training documentation in a timely manner
* Training evaluation – Uses evaluation results to revise and enhance future sector training activities in collaboration with PM.

**Site Management:**

* Site Management Manual - In coordination with P&T staff, the Safety and Security team, Peace Corps Medical Officers, the Country Director (CD) and the Director of Management and Operations (DMO) assists in implementing the Post site management manual, which is aligned with Peace Corps and host country partner priorities. Identifies appropriate interventions for Peace Corps Volunteer (PCV) / Peace Corps Volunteer Leader (PCVL) support in the implementation of Post site management process.
* Meets with appropriate government officials, stakeholders, and currently serving Volunteers throughout the site management process and the year to maintain project relationships, particularly with relevant Ministry contacts. Calls Volunteers on a monthly basis to discuss work at site and the state of Peace Corps approved housing.
* Provide inputs and recommendations for Volunteer site identification, preparation, matching and assignments, per Post’s site management strategy.
* Conducts periodic site visits and completes and submits/uploads all required site visit documentation into the Volunteer Information Database Application (VIDA).
* Ensures site management files (electronic and hard copy) are maintained according to PC Manual Section 270, section 6.0 and Safety and Security Instruction (SSI) 401-Site History Files requirements.

**Volunteer Management:**

* Coaching – Assists in review, monitoring, and evaluation of Volunteer progress to identify strengths, weaknesses or deficiencies and provides necessary professional and personal guidance, motivation, and encouragement to Volunteers.
* Performance management – Assists in Volunteer performance assessment through site visits; consultations with technical and cultural counterparts at the community, regional, and national levels; and the Volunteer Reporting and Grants (VRG) tool on the Agency Customer Relationship Management (CRM) platform. Inquires about Volunteer personal and work related problems or limitations, and provides advice and consultation as necessary. Ensures Volunteer adherence to Peace Corps policies and standards of conduct. Documents cases of inappropriate behavior and briefs the appropriate PM and the DPT in a timely fashion. When appropriate, assists with steps to overcome any identified deficiencies or obstacles, including disciplinary actions when necessary.
* Trauma-informed support – Understands the physical, social, and emotional impact of trauma on Volunteers and provides victim-centered support. Collaborates with the Safety and Security Manager to establish, implement, and revise, as necessary, the Emergency Action Plan (EAP) related to assigned region(s).

**Other**

* Acts as sub cashier, after proper training and designation. Maintains a high level of understanding of Peace Corps procurement policies and follows all subcashier duties and regulations as outlined in the OFMH.
* Serves as back-up support for and/or carries out the duties and responsibilities of the Health PM and other P&T staff (i.e. PA/RC for TEECh, PA/RC PAGES) when deemed necessary by the Country Director and/or Supervisor for the successful implementation of Peace Corps program(s) and/or operations in Togo.
* Works with the General Services and Information Technology departments to ensure work station facilities are functioning and in safe condition, the internet connection is reliable, landlord relationships are managed well, rental payments are made on time, and the access logbook is properly completed.
* Performs other duties or assignments, when deemed necessary by the Country Director and/or Supervisor, for the successful implementation of Peace Corps program(s) and/or operations in Togo.

**Qualifications:**

Applicants must address each required and preferred qualification listed below with specific and comprehensive information supporting each item using the attached application form. Failure to address required qualifications will result in a determination that the applicant is not qualified.

**Education:**

*Required:*

* Completion of secondary school (BAC).
* Three years of post-secondary training in a health field such as public health, medical studies (Physician Assistant, Midwife, or similar) AND one year of experience and/or training in project management.

**Abilities and Skills:**

*Required:*

* Computer literate. Proficient at using the Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint).
* Time management and effective verbal and written communication skills
* Good writing, analytical and problem‐solving skills.
* Ability to follow oral and written instructions.
* Knowledge of principles and practices of organization, planning, records management and general administration.
* Able to produce quality deliverables in a timely manner, coordinate multiple projects simultaneously, work well under pressure, and meet deadlines.
* Availability outside of normal office hours to respond to Volunteer emergencies; to make emergency trips to the field; to counsel Volunteers on work and personal issues; and to facilitate conflict resolution in a cross-cultural setting.
* Ability and/or experience working with local government officials at all levels.
* Good understanding of Togo topography/landscape and possible resources and development opportunity in the regions and prefectures
* Good understanding of the repartition of the various ethnic groups establish in the various regions and prefectures and cultural practices and differences; and power dynamics

*Preferred:*

* Some knowledge of PC/Togo’s Volunteer program areas.
* In depth knowledge of rural Togo and the Togolese Health system and, cultural and traditional norms/structures.
* Good understanding of NGOs and international development operations in Togo.

**Prior work experience:**

*Required:*

* Two or more years of related experience working as a medical assistant, physician assistant, midwife, or similar, in an organization of similar size or scope to Peace Corps.

*Preferred:*

* At least three years working for an organization that works with volunteers.
* At least two years of experience as a trainer and/or in the development of training programs.
* Experience in grassroots community development.
* Experience with one or more of the following: working closely with or supporting interns or international students; working closely with or supporting volunteers; or significant experience working and living in another culture.

**Language Proficiency:**

*Required:*

* Fluency (Level 4) in spoken and written English and full fluency in French.
* Proficiency in one or more of Togo’s local languages.

**For Further Information:** The complete statement of work listing all of the duties and responsibilities may be obtained on Peace Corps Togo’s website at <https://www.peacecorps.gov/togo/contracts>. Candidates can download the required application form at the same website. The point of contact is TG-JOBS@peacecorps.gov.

**Applicability:**

Any applicants who are not Togolese citizens must already have the required work and/or residency permits to be eligible for consideration.

All applicants under consideration will be required to pass medical and security certifications.

Incomplete applications will not be considered.

Peace Corps will not discriminate against an applicant because of that person’s race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, or genetic information.

**How to Apply:**

A complete application will include:

* A cover letter in English
* A current curriculum vitae or resume in English
* Copies of most recent diplomas
* Work certificates (to support your previous employment)
* A valid police record (*Casier Judiciaire datant de moins de trois mois),* and
* The completed application form (available to download at <https://www.peacecorps.gov/togo/contracts>).

Your application materials will be scored against the minimum and desired qualifications, so please include sufficient information. Do not submit any other documentation with your application. The application should be submitted to:

E-mail Address: [TG-JOBS@peacecorps.gov](mailto:TG-JOBS@peacecorps.gov)

Subject Line: PSC-04-2022\_Program Assistant Regional Coordinator\_Surname,

First Name

**Note:** Paper applications **will not** be considered. Due to the high volume of applications received, we will only contact applicants who will be invited to an interview. Thank you for your understanding.

**Limitations:**

* Award of this contract is contingent on availability of funds, reference checks, completion of a security and medical certification.
* 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 performance or conduct as a Peace Corps Trainee, Volunteer, or staff member (USDH, PSC, or FSN).
* 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.
* Individuals 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 selected individual will be required to comply 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 Togo**

**Program Assistant - Community Health and System Strengthening (CHESS)/Regional Coordinator**

**Statement of Work**

**BACKGROUND**

**Summary**

Under the supervision of the Program Manager (PM) for CHESS, the Program Assistant/Regional Coordinator (PA/RC) is responsible for assisting the PM in the planning, development, implementation, and administration of CHESS projects and the implementation of Post’s site management strategy. The PA/RC represents Peace Corps/Togo with governmental and non-governmental officials when facilitating meetings in the interest of the program. The primary responsibilities of the PA/RC include identifying potential Volunteer sites, delivering technical training and technical program support for their program sector, and providing programmatic and technical support to Volunteers. The PA/RC may also serve as a subcashier. The PA/RC serves as a member of the Programming and Training (P&T) team and supports Volunteers and Response Volunteers. The PA/RC must be willing to travel extensively in the field in order to fulfill responsibilities.

**Country Program Information**

In 1961, United States President John F. Kennedy established the Peace Corps, an independent US Government Agency, to promote world peace and friendship through the service of American Volunteers abroad. The Peace Corps has 3 goals:

* + - To help the people of interested countries in meeting their need for trained men and women;
    - To help promote a better understanding of Americans on the part of the peoples served;
    - To help promote a better understanding of other peoples on the part of Americans.

In Togo, the first Peace Corps Volunteers arrived at the invitation of the Togolese government in 1962. With the exception of the 2020 – 2022 COVID-19 pandemic period, the program has been continually active since then, and to date has hosted over 3000 Volunteers. Prior to evacuation for COVID-19, the program brought in approx. 50 trainees each year, giving a total in-country presence that on occasion exceeded 100.

With the return to service, Volunteer are eventually expanding to serve across four of the five districts of Togo in three different sectors:

* Promoting Agricultural Education for Sustainability (PAGES), where Volunteers assist smallholder farm households to achieve food and nutrition security, sustainable livelihoods, and increased resilience;
* Targeting English Education for Change (TEECH), where Volunteers work with girls and boys in public schools to strengthen their communication skills in English and have more equitable access to academic and/or professional opportunities.
* Community Health Education and System Strengthening (CHESS), where Volunteers assist rural communities to obtain improved health outcomes through education and strengthened Ministry of Health systems.

**Reference Materials**

* CHESS Logical Project Framework (LPF)
* PC Togo Staff handbook
* Volunteer Service Handbook
* PC Togo Site Management Manual
* Safety and Security Instructions 401, Site History Files
* Safety and Security Instructions 430, Home Safety and Preparedness Site Management
* Safety and Security Instructions 603, Volunteer Site Location Management
* Manual Section 243, Responding to Sexual Assault Procedures
* Manual Section 270, Volunteer Safety and Security
* Manual Section 271, Confidentiality Projection Procedures
* Manual Section 649, Peace Corps Staff Domestic Violence, Sexual Assault, and Stalking Policy
* Manual Section 294, Confidentiality of Volunteer Information Guidance
* Overseas Financial Management Handbook (OFMH) 13: Cashiering and Imprest Management

**MAJOR DUTIES AND RESPONSIBILITIES**

***Note:*** *The nature of Volunteer support requires unusual work patterns including:*

* *Extensive travel (approximately 80% of time away from the Peace Corps office in Lomé or the Volunteer workstation serving as the PA/RC base of operations) usually to Volunteer sites, potential Volunteer sites, and Pre-Service Training (PST) sites;*
* *The need to be accessible 24 hours a day and 7 days a week to respond to Volunteer emergencies;*
* *Emergency trips to the field;*
* *Counseling Volunteers on work and personal issues.*

The duties of the Program Assistant/Regional Coordinator include, but are not limited to:

**Project Definition, Development, and Management:**

* Project design/review - In collaboration with Post staff and Headquarters technical specialists, assists in reviewing, redesigning, and writing a project framework for the Health sector consistent with Togolese priorities and Peace Corps capacities. The project must meet PC programming criteria and must be developed in conjunction with Government of Togo officials, PC staff and Volunteers, and community participants.
* Project monitoring and evaluation - Assists in monitoring trends in sector technical areas such as Ministry changes and initiatives as well as initiatives by other development entities working within the sector and provides recommendations to the PM on potential modification of project initiatives and directions. In coordination with the Monitoring, Reporting and Evaluation Specialist (MRES) and PM, monitors progress towards project goals and objectives by ensuring collection of quality data by Volunteers. Analyses data and recommends project modifications to the PM based on data.
* Project reporting and dissemination - In coordination with the Director of Programming and Training (DPT), PM and MRES, completes annual status reports related to the sector project. Contributes to the preparation of reports on the country program as required by Peace Corps/Headquarters or for other publicity and communications purposes. Maintains written and face-to-face contact with government officials, NGO project coordinators, and other field staff with respect to issues such as technical support, housing, supervision of Volunteers, and program development and implementation.

**Pre-Service and In-Service Training:**

* Collaborates with the PM and training staff to assess Peace Corps Trainee (PCT) competence for service.
* Assists the PM to complete timely initial and site placement interviews with PCTs.
* Trainee assessment – Coordinates with PM and training staff on the design, implementation, and evaluation of the Pre-service and In-Service Training (PST and IST) events by participating in the Trainee Assessment Process (TAP) and sharing feedback regarding the readiness of each Trainee to perform in his/her proposed Volunteer assignment; identifying relevant competencies and human and material resources; assessing PCT/V needs, and drafting the training continuum for PCVs.
* Instructional design – Assists PM and training staff in designing, delivering, and evaluating PST and IST technical training curriculum and materials. All training must be aligned with project goals and objectives including collaboration with all facilitators, solicitation of guest speakers, and communication with the TM on any training needs and costs.
* Training facilitation – Participates and assists in PST and IST events by facilitating sessions as needed and collaborating with sector technical trainers.
* Training administration - Actively participates in the Training Design and Evaluation (TDE) process to ensure the 27-month training curriculum accurately reflects the Logical Project Framework (LPF), its accompanying M&E Plan, and PCV training needs. Assists PM to complete and submit training documentation in a timely manner
* Training evaluation – Uses evaluation results to revise and enhance future sector training activities in collaboration with PM.

**Site Management:**

* Site Management Manual - In coordination with P&T staff, the Safety and Security team, Peace Corps Medical Officers, the Country Director (CD) and the Director of Management and Operations (DMO) assists in implementing the Post site management manual, which is aligned with Peace Corps and host country partner priorities. Identifies appropriate interventions for Peace Corps Volunteer (PCV) / Peace Corps Volunteer Leader (PCVL) support in the implementation of Post site management process.
* Meets with appropriate government officials, stakeholders, and currently serving Volunteers throughout the site management process and the year to maintain project relationships, particularly with relevant Ministry contacts. Calls Volunteers on a monthly basis to discuss work at site and the state of Peace Corps approved housing.
* Provide inputs and recommendations for Volunteer site identification, preparation, matching and assignments, per Post’s site management strategy.
* Conducts periodic site visits and completes and submits/uploads all required site visit documentation into the Volunteer Information Database Application (VIDA).
* Ensures site management files (electronic and hard copy) are maintained according to PC Manual Section 270, section 6.0 and Safety and Security Instruction (SSI) 401-Site History Files requirements.

**Volunteer Management:**

* Coaching – Assists in review, monitoring, and evaluation of Volunteer progress to identify strengths, weaknesses or deficiencies and provides necessary professional and personal guidance, motivation, and encouragement to Volunteers.
* Performance management – Assists in Volunteer performance assessment through site visits; consultations with technical and cultural counterparts at the community, regional, and national levels; and the Volunteer Reporting and Grants (VRG) tool on the Agency Customer Relationship Management (CRM) platform. Inquires about Volunteer personal andwork related problems or limitations, and provides advice and consultation as necessary. Ensures Volunteer adherence to Peace Corps policies and standards of conduct. Documents cases of inappropriate behavior and briefs the appropriate PM and the DPT in a timely fashion. When appropriate, assists with steps to overcome any identified deficiencies or obstacles, including disciplinary actions when necessary.
* Trauma-informed support – Understands the physical, social, and emotional impact of trauma on Volunteers and provides victim-centered support. Collaborates with the Safety and Security Manager to establish, implement, and revise, as necessary, the Emergency Action Plan (EAP) related to assigned region(s).

**Other**

* Acts as sub cashier, after proper training and designation. Maintains a high level of understanding of Peace Corps procurement policies and follows all subcashier duties and regulations as outlined in the OFMH.
* Serves as back-up support for and/or carries out the duties and responsibilities of the Health PM and other P&T staff (i.e. PA/RC for TEECh, PA/RC PAGES) when deemed necessary by the Country Director and/or Supervisor for the successful implementation of Peace Corps program(s) and/or operations in Togo.
* Works with the General Services and Information Technology departments to ensure work station facilities are functioning and in safe condition, the internet connection is reliable, landlord relationships are managed well, rental payments are made on time, and the access logbook is properly completed.
* Performs other duties or assignments, when deemed necessary by the Country Director and/or Supervisor, for the successful implementation of Peace Corps program(s) and/or operations in Togo.
* If there is a time at post, due to the COVID-19 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/Togo, the PSC may be temporarily assigned during that period, as determined by the Peace Corps Country Director (CD), 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

**QUALIFICATIONS**

**Education:**

*Required:*

* Completion of secondary school (BAC).
* Three years of post-secondary training in a health field such as public health, medical studies (Physician Assistant, Midwife, or similar) AND one year of experience and/or training in project management.

**Abilities and Skills:**

*Required:*

* Computer literate. Proficient at using the Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint).
* Time management and effective verbal and written communication skills
* Good writing, analytical and problem‐solving skills.
* Ability to follow oral and written instructions.
* Knowledge of principles and practices of organization, planning, records management and general administration.
* Able to produce quality deliverables in a timely manner, coordinate multiple projects simultaneously, work well under pressure, and meet deadlines.
* Availability outside of normal office hours to respond to Volunteer emergencies; to make emergency trips to the field; to counsel Volunteers on work and personal issues; and to facilitate conflict resolution in a cross-cultural setting.
* Ability and/or experience working with local government officials at all levels.
* Good understanding of Togo topography/landscape and possible resources and development opportunity in the regions and prefectures
* Good understanding of the repartition of the various ethnic groups establish in the various regions and prefectures and cultural practices and differences; and power dynamics

*Preferred:*

* Some knowledge of PC/Togo’s Volunteer program areas.
* In depth knowledge of rural Togo and the Togolese Health system and, cultural and traditional norms/structures.
* Good understanding of NGOs and international development operations in Togo.

**Prior work experience:**

*Required:*

* Two or more years of related experience working as a medical assistant, physician assistant, midwife, or similar, in an organization of similar size or scope to Peace Corps.

*Preferred:*

* At least three years working for an organization that works with volunteers.
* At least two years of experience as a trainer and/or in the development of training programs.
* Experience in grassroots community development.
* Experience with one or more of the following: working closely with or supporting interns or international students; working closely with or supporting volunteers; or significant experience working and living in another culture.

**Language Proficiency:**

*Required:*

* Fluency (Level 4) in spoken and written English and full fluency in French.
* Proficiency in one or more of Togo’s local languages.

* Fluency (Level 4) in spoken and written English is required. Full fluency in French is required.
* Proficiency in one or more of Togo’s local languages is desirable.

**POSITION ELEMENTS**

**Supervision received**

* Position is supervised by the CHESS Program Manager. The incumbent must be able to function well both as a team member and independently.

**Core Leadership Responsibilities**

* The Contractor is expected to carry out all tasks in accordance with Peace Corps Togo’s Core Leadership Responsibilities.

**Safety and Security:**

* Addresses Volunteer safety and security by adhering to Peace Corps site development policies and procedures. Identifies and immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and the Country Director (CD). Assists 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.). Reviews and references site history files when evaluating potential sites, and incorporates appropriate safety and security-related information into site history files. Monitors Volunteer compliance with Peace Corps policies, especially related to safety and security. 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.

**Physical condition:**

* The position may be based either in Lomé or in a field location in Togo, at the discretion of the Peace Corps. The duties and responsibilities of the Program Assistant/Regional Coordinator are executed from both the field and the office in Lomé. Travel to the field may be required approximately 80% of the time.

**Sub-cashier:**

* May be designated a sub-cashier after approval by OCFO/GAP. Responsibilities as a sub-cashier include performing limited cash disbursements as directed by the Director of Management and Operations, proper disbursing and collecting of funds, proper accounting for funds advanced, safeguarding funds advanced, and accepting personal responsibility and financial liability for funds after successful completion of the requisite training for performing sub-cashier duties. (See [*MS 760*](https://intranet.peacecorps.gov/pcmanual/_layouts/15/WopiFrame.aspx?sourcedoc=/pcmanual/Documents/MS-760-Policy.docx&action=default) and [*OFMH 13*](https://in.peacecorps.gov/centers/ocfoportal/OFMH/OFMH-CH13-Cashiering_and_Imprest_Management.pdf))

*This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position*.



**TOGO**

**Peace Corps**

**Program Assistant/Regional Coordinator (PA/RC)**

**PSC Application Form**

**Reference Number: PSC-04-2022**

Name:

Email Address:

Telephone Number(s):

Please complete all sections of the application form below. A complete application package for this position includes:

* A cover letter in English
* A current curriculum vitae or resume in English
* Copies of most recent diplomas
* Work certificates (to support your previous employment)
* A valid police record (*Casier Judiciaire datant de moins de trois mois),* and
* This completed application form

The file name for all application materials must include your first name and surname and the reference number for the position (e.g. PSC-03-2022\_Application Form\_Surname, First Name).

1. **Qualifications Table:** Please complete the two right columns in the following chart.

|  |  |  |
| --- | --- | --- |
| **Minimum Required Qualifications:** | | |
| **Qualification** | **Indicate “Yes” for Meets or “No” for Does Not Meet Qualification** | **Describe Briefly How You Meet the Qualification. Indicate the Organization(s) and Position Title(s) Where the Experience was Gained** |
| Completion of secondary school. | * Yes * No |  |
| Three years of post-secondary training in a health field such as public health, medical studies (Physician Assistant, Midwife, or similar) AND one year of experience and/or training in project management. | * Yes * No |  |
| Good computer skills in MS Office (Word, Excel, Power Point, and Outlook). | * Yes * No |  |
| Time management and effective verbal and written communication skills | * Yes * No |  |
| Good writing, analytical, and problem solving skills | * Yes * No |  |
| Ability to follow oral and written instructions | * Yes * No |  |
| Knowledge of principles and practices of organization, planning, records management, and general administration | * Yes * No |  |
| Able to produce quality deliverables in a timely manner, coordinate multiple projects simultaneously, work well under pressure, and meet deadlines. | * Yes * No |  |
| Availability outside of normal office hours to respond to Volunteer emergencies; to make emergency trips to the field; to counsel Volunteers on work and personal issues; and to facilitate conflict resolution in a cross-cultural setting | * Yes * No |  |
| Ability and/or experience working with local government official at all levels. | * Yes * No |  |
| Good understand of Togo’s topography/landscape and possible resources and development opportunity in the regions and prefectures. | * Yes * No |  |
| Good understanding of the repartition of the various ethnic groups established in the various regions and prefectures and cultural practices and differences, and power dynamics. | * Yes * No |  |
| Two or more years of related experience working as a medical assistant, physician assistant, midwife, or similar, in an organization of similar size or scope to Peace Corps. | * Yes * No |  |
| Fluency (Level 4) in spoken and written English and full fluency in French. | * Yes * No |  |
| Proficiency in one or more of Togo’s local languages. | * Yes * No |  |
| **Desired Qualifications:** | | |
| **Qualification** | **Indicate “Yes” for Meets or “No” for Does Not Meet Qualification** | **Describe Briefly How You Meet the Qualification. Indicate the Organization(s) and Position Title(s) Where the Experience was Gained** |
| Some knowledge of PC/Togo’s Volunteer program areas | * Yes * No |  |
| In depth knowledge of rural Togo and the Togolese health system and cultural and traditional norms/structures | * Yes * No |  |
| Good understanding of NGOs and international development operations in Togo. | * Yes * No |  |
| At least three years working for an organization that works with volunteers. | * Yes * No |  |
| At least two years of experience as a trainer and/or in the development of training programs. | * Yes * No |  |
| Experience in grassroots community development. | * Yes * No |  |
| Experience with one or more of the following: working closely with or supporting interns or international students; working closely with or supporting volunteers; or significant experience working and living in another culture. | * Yes * No |  |

1. By signing the application below and submitting it to Peace Corps in connection with this solicitation, you certify that you understand the following:

* This position requires a medical evaluation and clearance and I know of no impediments to my ability to receive and maintain such medical evaluation and clearance.
* This position requires a background investigation and clearance and I know of no impediments to my ability to receive and maintain such a clearance.

1. In the last ten years, have you:

* Been fired from a job?
* Quit after being told you would be fired?
* Left a job by mutual agreement following allegations of misconduct?
* Left by mutual agreement following allegation of unsatisfactory performance?
* Left a job for other reasons under unfavorable circumstances?
* Yes (if yes, please explain below)
* No

1. Have you ever been employed by an intelligence organization or otherwise engaged in or been connected with intelligence related activities?

* Yes (if yes, please explain below)
* No

1. Have you ever served Peace Corps as a Trainee or Volunteer (including Response), or as a staff member (USDH, PSC, or FSN)?

* Yes
* No

If yes, please complete the following:

Position Location (country):

Position Type (USDH, PSC, FSN, V/T):

Position Title:

Start Date:

End Date:

1. References

List names, relationship, email addresses, and telephone numbers for three professional references. At least one reference should be an immediate supervisor during the last five years.

1. Name

Title/Organization

Relationship to applicant

Email

Phone

1. Name

Title/Organization

Relationship to applicant

Email

Phone

1. Name

Title/Organization

Relationship to applicant

Email

Phone

CERTIFICATION

By signing below, I certify that, to the best of my knowledge and belief, all statements made on this form, as well as on all other documents submitted in connection with this application, are true, correct, complete, and made in good faith.

Name: Date: