



## PERSONAL SERVICES CONTRACTOR (PSC) VACANCY ANNOUNCEMENT

<b>REF NO:</b>	PSC-12-2022
<b>OPEN TO:</b>	All interested eligible and qualified candidates.
<b>POSITION:</b>	Pre-Service Training (PST) Secretary
<b>SALARY:</b>	Compensation starting from 20,114 FCFA per day worked, based on prior salary history.
<b>NUMBER OF POSITIONS</b>	More than one candidate may be contracted from this announcement.
<b>OPENING DATE:</b>	December 5, 2022
<b>CLOSING DATE:</b>	December 19, 2022
<b>SCHEDULE:</b>	Intermittent – estimated at not-to-exceed 100 days in the year. Most of the work will take place between June and September 2023, with some additional days worked as needed during the contract period.

**LOCATION OF THE POSITION:** The primary work location for this position is Pagala, Togo and surrounding villages. During the training for new Peace Corps Volunteers, the selected contractors will live in housing provided by Peace Corps either at the Peace Corps Training Center or in the villages surrounding the training center. Occasional work in Lome may also be required.

**LENGTH OF CONTRACT:** The anticipated contract will be for approximately nine months, with most work taking place between June and September 2023.

**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 Language and Culture Facilitators.

Under the supervision of the Training Manager, the Pre-Service Training Secretary works with the training team and other members of the Peace Corps Togo staff to execute clerical, administrative, and logistical functions during Pre-Service Training (PST). The incumbent is expected to participate in the General Training of Trainers (GTOT) and Language Training of Trainers (LTOT) leading to PST. The incumbent must be able to function well both as a team member and independently.

The complete statement of work (SOW) for this position is attached to this advertisement and is also available for download at <https://www.peacecorps.gov/togo/contracts>.

### Qualifications:

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

## **Education**

### **Required:**

- Completion of secondary school (BAC).
- One year of post-secondary training in secretarial, clerical, or administrative functions.

## **Prior Work Experience**

### **Required**

- At least one year of progressively responsible experience in secretarial, clerical, and administrative field.
- At least one year of experience working in or supporting colleagues in teaching/tutoring or being in a training environment.

### **Preferred:**

- 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.
- Experience in Multicultural setting

## **Language Proficiency**

### **Required:**

- Level 3 written and spoken **French**.
- Level 3 written and spoken **English**.

### **Preferred**

- Proficiency in one or more of Togo's local languages is desired.

## **Skills and Abilities**

### **Required:**

- Secretarial, clerical, and administrative skills.
- Ability to work independently and simultaneously with multiple staff members as well as Trainees and people of different backgrounds.
- Ability to juggle multiple priorities.
- Ability to understand, interpret, and communicate complex transactions, policies, procedures, issues, and inquiries in both English and French.
- Ability to live and work in a rural area with limited infrastructure and comfort.
- Counseling and networking skills.
- Good conflict resolution skills in a cross-cultural setting.
- Enthusiasm and aptitude to learn new IT platforms.
- Computer literate. Proficient at using the Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint).

### **Desired:**

- In depth knowledge of rural Togo.
- Some knowledge of PC/Togo's Volunteer program areas.
- Experience with an American organization and/or culture desirable. Must also have a good knowledge of, or interest in, American culture and issues of cross-cultural differences.

**For Further Information:** The complete statement of work listing all the duties and responsibilities may be obtained on Peace Corps Togo's website at <https://www.peacecorps.gov/togo/contracts>. The point of contact is [TG-JOBS@peacecorps.gov](mailto: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.
- Copy(ies) of degree(s) or diploma(s)
- Copies of work certificates (to support your previous employment)
- A valid police record (Casier Judiciaire datant de moins de trois mois)
- Completed application form (available to download at <https://www.peacecorps.gov/togo/contracts>).

Your application materials will be scored against the 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-12-2022\_PST Secretary\_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

# Pre-Service Training (PST) Secretary Statement of Work

### TYPE OF CONTRACT

Intermittent contract estimated at approximately 100 days per year. Contractor will be paid for days worked per the schedule required by Peace Corps.

### 1. BACKGROUND

#### Summary

Under the supervision of the Training Manager, the Pre-Service Training Secretary works with the training team and other members of the Peace Corps Togo staff to execute clerical, administrative, and logistical functions during Pre-Service Training (PST). The incumbent is expected to participate in the General Training of Trainers (GTOT) and Language Training of Trainers (LTOT) leading to PST. The incumbent must be able to function well both as a team member and independently.

#### 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. Except for 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

- PC Togo Staff handbook
- Volunteer Service Handbook
- PC/Togo Site Management Manual
- Calendar of Training Events

### 2. MAJOR DUTIES AND RESPONSIBILITIES

The Contractor is responsible for all administrative and clerical work related to the planning, implementation, and evaluation of PST as well as the execution of logistical tasks required for successful implementation of training events and activities during PST.

#### Training Administration

- Serve as the primary on-site communications coordinator between the Peace Corps/Togo office in Lomé and the PST training sites (Pagala Training Center and surrounding training communities) by placing/sending and

receiving telephone calls, texts/e-mails communication, etc. and ensuring timely response from PST staff (Language and Cross-Culture Facilitators, Sector Technical Trainers, Language and Cross-Culture Coordinator). Compile and submit reports to TM on a weekly basis

- Establish, maintain, and safeguard filing systems – electronic and (when necessary) hardcopy. Track electronic versions of all PST evaluations and related PST assessments. Transfer any PST documents not created on Peace Corps/Togo systems to the Peace Corps/Togo shared drive for future use.
- Execute training logistics (including name badge creation/replacement and office supply inventory/distribution) related to implementation and facilitation of the GTOT, LTOT, and PST.
- Serve as primary information technology (IT) liaison at the training center and field PST sites. Work in coordination with the IT team at the Peace Corps office in Lomé to ensure all IT and AV equipment is maintained properly and working. Provide regular updates to the Information Technology Specialist (ITS) or Information Technology Assistant (ITA) on status of field internet functionality. Inventory IT equipment and maintain usage tracking system so that all equipment is accounted for daily. Serve as primary point of contact for Trainees with respect to Peace Corps-issued phone problems. In consultation with ITS, provide guidance on other IT/connectivity issues to Trainees.
- Coordinate with PMs, TM, Programming & Training Assistant (PTA), Peace Corps Volunteer Leaders (PCVLs) and other Peace Corps Togo staff to upload training materials on Trainees' tablets.
- Coordinate documentation for financial transactions: draft payment vouchers for language and culture facilitators, technical trainers, and other PST staff; research market prices related to procurement of goods and services (including rental vehicles); facilitate reimbursements and payments.
- Under the direction of the TM, organize Trainee transportation between PST communities and the Pagala Training Center per the training calendar. Coordinates Trainee and counterpart travel for Site Visit, Swearing-in Ceremony, and travel to permanent site assignment. Coordinates as needed with the Logistics Coordinator for travel arrangements using Peace Corps vehicles.
- Serve as PST Training Center primary host/concierge. Welcome Trainees/ host families and or community contacts at the Training Center, listen to their inquiries, provide solutions and guidance, or refer to the right person.

#### **Trainee/Volunteer Support and Management**

- Coaching - Provide motivation and encouragement to Trainees and Volunteers. Serve as an additional language and cultural resource person (i.e., according to the ability of each Trainee, speak with Trainees in French or local language to assist their language acquisition process.)
- Performance management - Inquire about personal and work-related problems or limitations and provide advice and consultation as necessary. Ensure Trainee and Volunteer adherence to Peace Corps policies and standards of conduct. Document cases of inappropriate behavior and brief the TM in a timely fashion.
- Demonstrate understanding of the lifecycle of a Peace Corps Volunteer as well as the content and structure of the PST training program (homestay program goals, training expectations, American values, emergency contact information, safety, and security) to assist Trainees and host families in need.
- Participate in GTOT and LTOT sessions to better understand and support Trainee and Volunteer needs.
- Trauma-informed support – Understand the physical, social, and emotional impact of trauma on Trainees/Volunteers and provides victim-centered support.

#### **Other**

- Carries the Peace Corps Training phone to respond to calls from Peace Corps office in Lomé, from training staff posted to PST communities, community contacts, host families, Trainees, and Volunteer Trainers.
- Performs other duties or assignments, when deemed necessary by the Country Director, Director of Programming and Training, or Training Manager, 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, 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

### **3. SAFETY AND 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. Acts as duty officer as needed.

### **4. ROLES AND RESPONSIBILITIES**

- Position is a member of the Programming and Training team.
- Position is supervised by the Training Manager.
- Position has no supervisory role.
- Will carry the pre-service training (PST) duty phone on a rotational basis.
- Occasional Money Handler/Holder: May be designated as an occasional money handler/holder (OMH) if assigned by the Director of Management and Operations. As an OMH, 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 site(s), or other locations as directed by the Overseas Contracting Officer (OCO). May also be requested to courier cash to Peace Corps Trainees or Volunteers. The Contractor 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 Contractor 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 OCO. (See [OFMH 13](#))

### **5. LOGISTICS**

The position's primary workstation is in selected communities around Pagala and at the Pagala Training Center, except for predetermined periods in the Peace Corps office in Lomé. Travel to Lomé may be required approximately 5% of the time. All absences from the primary workstation must have written authorization from the TM. The Contractor shall be paid for his/her effective days of work.

### **6. LEVEL OF EFFORT**

The PST Secretary will work on a schedule determined by the Peace Corps. During pre-service training, the PST Secretary may work up to six days a week.

### **7. MINIMUM QUALIFICATIONS**

#### **Education**

#### **Required:**

- Completion of secondary school (BAC).
- One year of post-secondary training in secretarial, clerical, or administrative functions.

#### **Prior Work Experience**

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