

**TOGO**

**REF NO:** PSC-03-2022

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

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

**POSITION:** Small Grants Coordinator (SGC)

**SALARY:** Compensation from 11,704,328 FCFA to 18,141,707 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:** This is a Personal Services Contract (PSC) position to be based at the Peace Corps Togo 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 Small Grants Coordinator (SGC).

Under the direct supervision of the Director of Programming and Training (DPT), the Small Grants Coordinator (SGC) is responsible for the day-to-day administration of grant projects at post. The SGC serves as the primary contact at post for Volunteers interested in working with their communities to undertake funded projects; for grants staff members at other posts; and for Peace Corps/Headquarters grants support staff. The SGC is responsible for understanding grant requirements and guidance thoroughly and for ensuring that post’s policies, procedures, and approved grants are consistent with such guidance. The SGC also supervises (and acts as backup to) the Monitoring, Reporting, and Evaluation Specialist (MRES).

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

**Funded-Project Development and Grant Administration**

* Project development - Monitors stakeholder funded-project trends within the country that are related to sector technical areas. In collaboration with post staff as well as local Togolese and/or headquarters technical specialists, assists Volunteers in collaborating with their communities to design funded-projects consistent with community priorities and Peace Corps Volunteer (PCV) capacities. The projects must meet Peace Corps (PC) grant criteria and must be developed in conjunction with community members and support one of post’s sector Logical Project Frameworks (LPFs) or cross-sector programming priorities (CSPPs).
* Grant review and approval - Establishes and maintains official grant files that conform to PC Agency requirements and incorporates best practices identified by the Office of the Inspector General during evaluations of posts. Organizes, prepares for, and facilitates small grants committee meetings. Receives grant applications from Volunteers and disseminates to small grants committee members. Facilitates communication with Volunteers to follow up on requested revisions to applications. Ensures that funds are available in the proper funding source (including proper program element) prior to recommending approval of grants. Provides monthly updates on grant activities to post staff.
* Financial management - In coordination with the administrative unit, tracks grant spending and available funds by grant program and by funding areas. Works with administrative unit to ensure financial processing of approved grants.
* Grant monitoring and evaluation - In coordination with MRES and Program Managers (PM) monitors progress towards grant completion and ensures collection of quality grant data by Volunteers and their communities. Analyses data and recommends modifications with respect to post processes related to funded-project development and grant administration to the DPT based on data. Track the status of all ongoing grant projects. Travels to funded-project sites for monitoring grant progress as necessary. Provides status updates to the Country Director (CD), post staff, and relevant PC headquarters staff.
* Grant closeout, cancellation, reporting, and dissemination - Ensures that grants are fully compliant with PC grant policies and are closed within the required deadlines. Works with PCV(s) in the event of grant cancellation, transfer, or amendment, to report to the relevant headquarters office and provide appropriate documentation for grant reconciliation.
* Contributes to the preparation of post reports as required by PC headquarters or for other publicity and communications purposes. When a Volunteer finishes the completion report, ensures that the report is submitted to the Director of Management and Operations and Country Director for final sign off, and maintained in small grant program records at post. Analyzes final grant reports and compiles best practices/lessons learned for future use. Shares best practices with other grants coordinators in the region. Maintains written and face-to-face contact with government officials, non-government project coordinators, and other field staff with respect to funded-project technical issues.

**Training**

* Instructional design - As a grants technical expert, develops in-service training curriculum and materials according to PC policies, community priorities within the context of national priorities, and funded-project objectives.
* Training facilitation - Participates in In-service Training (IST) events by facilitating sessions.
* Training administration - Actively participates in the Training Design and Evaluation process to ensure the 27-month training curriculum accurately reflects PCV training needs with respect to funded-projects, current PC Agency grant policies and guidelines, and connects to post LPFs and accompanying monitoring and evaluation plans.
* Training evaluation – Uses evaluation results to revise and enhance future funded-project training activities in collaboration with the Training Manager and MES.

**Volunteer Management**

* Coaching – Advises Volunteers on accessing grant funds and developing community-driven projects. Assists PMs in reviewing, monitoring, and evaluating 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 grant site visits, consultations with counterparts in the community leading the grant. When interacting with Volunteers on grant-related issues, also inquires about personal andwork related problems or limitations, and provides advice and consultation as necessary. Ensures Volunteer adherence to PC 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.

**Other**

* Supervises the MRES.
* Serves as back-up support for the MRES when deemed necessary by the CD and/or supervisor for the successful implementation of Peace Corps program(s) and/or operations in Togo.
* Closely collaborates with communications staff at headquarters and post to share best practices and grant/project photos.
* Performs other duties or assignments, when deemed necessary by the CD 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.

**QUALIFICATIONS**

**Education**

**Required:**

Completion of secondary school.

**Preferred:**

Post-secondary education in a relevant field, such as Administration, Project Management, International/Community Development, or Monitoring and Evaluation.

**Prior Work Experience**

**Required:**

At least three years of progressively responsible experience in a relevant field.

Strong experience working closely with or supporting international organizations, volunteers, or others from a different culture, or significant experience working and living in another culture.

**Preferred:**

Significant experience as a trainer and/or in the development of training programs.

At least two years of experience supervising or managing staff.

Experience in grassroots community development and/or monitoring and evaluation.

**Language Proficiency**

**Required:**

Fluency in both spoken and written English.

Fluency in both spoken and written French.

Proficiency in one or more of Togo’s local languages.

**Abilities and Skills**

**Required:**

Demonstrated ability to work independently and to work effectively with staff and volunteers of different backgrounds.

Good computer skills in MS Office (Word, Excel, Power Point, and Outlook)

**Preferred:**

Prior experience overseeing small grants, and experience managing donor-funded projects.

Experience with an American organization and/or the American culture.

Knowledge of participatory approaches to community development.

Understanding of the traditional and modern dynamics of the society.

**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-03-2022\_Small Grants 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**

**Small Grants Coordinator**

**Statement of Work**

**BACKGROUND**

**Summary**

Under the direct supervision of the Director of Programming and Training (DPT), the Small Grants Coordinator (SGC) is responsible for the day-to-day administration of grant projects at post. The SGC serves as the primary contact at post for Volunteers interested in working with their communities to undertake funded projects; for grants staff members at other posts; and for Peace Corps/Headquarters grants support staff. The SGC is responsible for understanding grant requirements and guidance thoroughly and for ensuring that post’s policies, procedures, and approved grants are consistent with such guidance. The SGC also supervises (and acts as backup to) the Monitoring, Reporting, and Evaluation Specialist (MRES).

**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**

* [Manual Section (MS) 720 Peace Corps Small Grants](https://intranet.peacecorps.gov/pcmanual/_layouts/15/WopiFrame.aspx?sourcedoc=/pcmanual/Documents/MS-720-Policy.docx&action=default)
* [MS 720 Peace Corps Small Grants Handbook](https://intranet.peacecorps.gov/pcmanual/_layouts/15/WopiFrame.aspx?sourcedoc=/pcmanual/Documents/MS-720-Procedures.docx&action=default)
* [Small Grants Resource Center](https://intranet.peacecorps.gov/Support/SGRC/Pages/default.aspx)
* PC/Togo Small Grants Handbook

**MAJOR DUTIES AND RESPONSIBILITIES**

The duties of the Small Grants Coordinator include but are not limited to:

**Funded-Project Development and Grant Administration**

* Project development - Monitors stakeholder funded-project trends within the country that are related to sector technical areas. In collaboration with post staff as well as local Togolese and/or headquarters technical specialists, assists Volunteers in collaborating with their communities to design funded-projects consistent with community priorities and Peace Corps Volunteer (PCV) capacities. The projects must meet Peace Corps (PC) grant criteria and must be developed in conjunction with community members and support one of post’s sector Logical Project Frameworks (LPFs) or cross-sector programming priorities (CSPPs).
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* Training evaluation – Uses evaluation results to revise and enhance future funded-project training activities in collaboration with the Training Manager and MES.

**Volunteer Management**

* Coaching – Advises Volunteers on accessing grant funds and developing community-driven projects. Assists PMs in reviewing, monitoring, and evaluating 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 grant site visits, consultations with counterparts in the community leading the grant. When interacting with Volunteers on grant-related issues, also inquires about personal andwork related problems or limitations, and provides advice and consultation as necessary. Ensures Volunteer adherence to PC 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.

**Other**

* Supervises the MRES.
* Serves as back-up support for the MRES when deemed necessary by the CD and/or supervisor for the successful implementation of Peace Corps program(s) and/or operations in Togo.
* Closely collaborates with communications staff at headquarters and post to share best practices and grant/project photos.
* Performs other duties or assignments, when deemed necessary by the CD 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.

**Preferred:**

Post-secondary education in a relevant field, such as Administration, Project Management, International/Community Development, or Monitoring and Evaluation.

**Prior Work Experience**

**Required:**

At least three years of progressively responsible experience in a relevant field.

Strong experience working closely with or supporting international organizations, volunteers, or others from a different culture, or significant experience working and living in another culture.

**Preferred:**

Significant experience as a trainer and/or in the development of training programs.

At least two years of experience supervising or managing staff.

Experience in grassroots community development and/or monitoring and evaluation.

**Language Proficiency**

**Required:**

Fluency in both spoken and written English.

Fluency in both spoken and written French.

Proficiency in one or more of Togo’s local languages.

**Abilities and Skills**

**Required:**

Demonstrated ability to work independently and to work effectively with staff and volunteers of different backgrounds.

Good computer skills in MS Office (Word, Excel, Power Point, and Outlook)

**Preferred:**

Prior experience overseeing small grants, and experience managing donor-funded projects.

Experience with an American organization and/or the American culture.

Knowledge of participatory approaches to community development.

Understanding of the traditional and modern dynamics of the society.

**POSITION ELEMENTS**

**Supervision received**

* Position is supervised by the Director of Programming and Training (DPT). The incumbent must be able to function well independently.

**Logistics and Level of Effort**

* The duties and responsibilities of the Small Grants Coordinator are primarily executed from the office in Lomé. Travel to the field may be required approximately 25% of the time.
* The Contractor will normally work a 40 hour workweek. The position may require occasional work on nights, weekends, and/or holidays. This occasional work will be compensated with credit hours, when requested and approved in advance.

# **Core Leadership Responsibilities**

# The Contractor is expected to carry our all tasks in accordance with “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 CD. Assists PMs 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 PC policies, especially related to safety and security. Participates in the design and implementation of the Emergency Action Plan (EAP). Acts as duty officer by carrying the duty phone on rotational basis, as needed. Knowledgeable and supportive of PC safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

**Supervisory responsibilities**

* The Contractor may be designated limited supervisory responsibilities if assigned by the CD and with the approval of the Regional Director. Personal Services Contractors (PSCs) may only supervise other PSCs. (See MS 732).

**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*](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**

**Small Grants Coordinator**

**PSC Application Form**

**Reference Number: PSC-03-2022**

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 |  |
| At least three years of progressively responsible experience in a relevant field. | | \_\_\_ Yes  \_\_\_ No |  |
| Strong experience working closely with or supporting international organizations, volunteers, or others from a different culture, or significant experience working and living in another culture. | | \_\_\_ Yes  \_\_\_ No |  |
| Fluency in both spoken and written English. | | \_\_\_ Yes  \_\_\_ No |  |
| Fluency in both spoken and written French. | | \_\_\_ Yes  \_\_\_ No |  |
| Proficiency in one or more of Togo’s local languages. | | \_\_\_ Yes  \_\_\_ No |  |
| Demonstrated ability to work independently and to work effectively with people of different backgrounds. | | \_\_\_ Yes  \_\_\_ No |  |
| Good computer skills in MS Office (Word, Excel, Power Point, and Outlook). | | \_\_\_ 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** |
| Post-secondary education in a relevant field, such as Administration, Project Management, International/Community Development, or Monitoring and Evaluation. | | \_\_\_ Yes  \_\_\_ No |  |
| Significant experience as a trainer and/or in the development of training programs. | | \_\_\_ Yes  \_\_\_ No |  |
| At least two years of experience supervising or managing staff. | | \_\_\_ Yes  \_\_\_ No |  |
| Experience in grassroots community development and/or monitoring and evaluation. | | \_\_\_ Yes  \_\_\_ No |  |
| Prior experience overseeing small grants and/or managing donor-funded projects. | | \_\_\_ Yes  \_\_\_ No |  |
| Experience with an American organization and/or the American culture. | | \_\_\_ Yes  \_\_\_ No |  |
| Knowledge of participatory approaches to community development. | | \_\_\_ Yes  \_\_\_ No |  |
| Understanding of the traditional and modern dynamics of the society. | | \_\_\_ 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: