

JOB VACANCY ANNOUNCEMENT

PEACE CORPS - ACCRA

November 14, 2012

Number: **PC 12 004**
Position: **Language and Cross-Cultural Facilitator (LCF)**
Office: **U. S. Peace Corps/Kukurantumi**
Open to: **All Interested Candidates (5 positions)**
Work hours: **40+ a week**
Closing Date: **November 28, 2012 – 5:00 p.m.**
Salary: **GHc 8,958 – GHc 13,438**

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 five (5) temporary Language and Cross-Cultural Facilitators, with multiple language skills, to teach Fante, Twi, Mampruli, Dagbani during Pre-Service Trainings (3 months periods three times a year) at the Kukurantumi Office.

Desired Qualifications and Statement of Work:

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

Compensation:

- Competitive salary.

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

1) *A detailed resumé 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.*

2) *A cover letter*

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 job number on the back of the envelope and deliver to either of the addresses:

Post Delivery:

The Director of Management
and Operations
U. S. Peace Corps
P. O. Box 5796,
Accra –North

Hand Delivery:

The Director of Management
and Operations
Peace Corps Ghana Office
14 Dade Link
Labone, Accra

Email:

jobs@gh.peacecorps.gov

U. S. Peace Corps – Ghana
Language and Cross-Cultural Facilitators
Number of Positions: 5 part-time (three months)
Duty Station: Kukurantumi, Ghana

REQUIRED QUALIFICATIONS

- Diploma or Bachelor's Degree in Education/related field
- Ability to fluently speak and write some Ghanaian languages
- Minimum of three years in Adult training/learning experience
- Minimum of five years' experience in a cross-cultural setting
- Knowledge and understanding of U. S. values, history and culture
- Excellent speaking, writing and presentation skills

DESIRED QUALIFICATIONS

- Bachelor's Degree in Linguistics
- Knowledge and skills in Adult training and learning principles and application
- Strong skills in language and cross-culture training curricula development
- Multi- lingual (English, Ghanaian languages, etc.)
- Very strong networking, negotiation and collaboration skills
- Peace Corps experience.



Peace Corps – Ghana
Statement of Work (SOW)

Position: Language and Cross-Cultural Facilitator (LCF)
Supervisor: Director of Training and Programming (DPT)
Duty Station: Kukurantumi, Ghana

POSITION DESCRIPTION

The U. S. Peace Corps is an agency that promotes international peace, friendship, and sustainable development by sending trained men and women, Peace Corps Volunteers (PCVs), to serve in countries that have requested assistance. Pre-Service Training (PST) is a 10 – 12 week orientation program that provides PCVs with intensive language, culture, and technical training. The LCF coordinates with the Language and Culture Coordinator (LCC) and is responsible to the Director of Programming and Training; assumes the responsibility for the design, implementation, and evaluation of Ghanaian language sessions. The LCF also serves as cultural information resources for Trainees, facilitates Trainees' cross-cultural learning, and supports the host family stay. The LCF works directly with Peace Corps Staff, partners, and PCVs and supports the U. S. Peace Corps mission in Ghana in the following main areas:

Language Training 40%
Cross Culture training 40 %
Safety and Security 20%

Language Training: 40%

- Actively participates in the Training of Trainers (TOT) workshop held prior to the Pre-Service Training. Prepares all language sessions plans according to Peace Corps format, including necessary materials, visuals, activities and work sheets under the supervision of the LCC.
- Ensures that all Peace Corps Trainees (PCTs) complete all scheduled language activities.
- Submits all lesson plans and language materials to the LCC and teaches Ghanaian survival language according to the Peace Corps language competencies.
- Makes appropriate changes/adaptations when teaching the language competencies according to PCTs' learning styles and feedback.
- Teaches within planned scheme of work, identifies with language staff areas of success and challenge, offers suggestions for additional assistance to those experiencing difficulty.
- Is accessible to Trainees outside of scheduled sessions to provide linguistic and/or cultural information/insight and encourages maximum use of Ghanaian language amongst the PCTs.
- Reports any Trainee absence, lateness or problems, which may arise in class and/or tutoring sessions to the LCC and the Training Manager.
- Evaluates the success of the lesson, documents comments, ideas and suggestions to assist with future implementation.
- Assists APCDs and Technical Coordinators in designing and implementing integration of Language and Technical lessons and activities.
- Serves as a technical resource for Trainees outside of the classroom. Is an active participant in Trainees' formal assessment/feedback interviews, provides feedback related to PST competencies/objectives.
- Documents Trainees' behavior and informs the Training Manager.
- Documents progress of Trainees towards the meeting of the LPI minimal level of Intermediate Mid (INTM).

- Assists with implementing the LPI and if certified, conducts LPI tests at the end of the PST.
- Supports with reviewing and writing of new training/ learning materials for language.

Cross-cultural Training: 40%

- Serves as an honest and objective cultural information resource for Trainees.
- Plans and facilitates cross-cultural sessions/activities with Trainees.
- Is available outside “classroom” hours to assist with cross-cultural learning.
- Plans cultural fair and Traditional night with other LCFs and the LCC.
- Monitors the host family-Trainee relationship during PST through periodic visits to homestay families.
- Problem-solves situations with home stay families; if the issue is serious, solicits advice from the Homestay Coordinator and/or Training Manager.
- Acts as a community contact person when necessary for communication, information-sharing, and liaison with the Training Manager, PST Director and/other Coordinators.
- Actively participates in all committee activities that will foster team-building and support.

Safety and Security: 20%

- Documents and reports to the Training Manager, any safety and security concerns or incidents involving Trainee, host family or community member behavior with regards to alcohol use or culturally inappropriate behavior that places Trainees at risk.
- Provides safety and security support to PC Trainees and staff and assists in MS270 regulations compliance.
- Monitors safety and security environment with host families and host communities.
- Co-facilitates safety and security sessions with the Safety and Security Coordinator (SSC) as needed.
- Reports all medical emergencies to community contact person, LCC, Training Manager, PST Director.
- Acts as warden to support safety and security. These duties and responsibilities include, but are not limited to, the following:
 - Awareness and understanding of Peace Corps Safety and Security policies.
 - Awareness and understanding of the Peace Corps Ghana PST Emergency Action Plan.
 - Awareness and understanding of the warden’s roles and responsibilities.

Perform other duties that may be assigned to him/her by the DPT or his designate.