

**Peace Corps Ecuador Vacancy Announcement**

**Program Manager/ Teaching English as a Foreign Language**

One or more positions available, depending on need and availability of funds

POSITION: Program Manager/TEFL

#### OPENING DATE: September 12, 2021

CLOSING DATE: October 03, 2021

The United States Peace Corps in Ecuador is seeking qualified individuals in the field of Programming to serve as a full-time Program Manager for the programming operations in our office in Quito. This vacancy may be used to fill multiple positions.

Starting salary of $55, 701 annually, depending on qualifications, inclusive of annual fixed benefits, 13th month, 14th month, and reserve fund bonuses.  Life and health insurance are provided, with annual coverage of health benefits for each individual up to $57,600.

**Qualifications and Requirements:**

* Current Ecuadorian citizen, resident, and/or work permit
* University Degree (Licenciatura) in TEFL/TESOL, English Education, or Linguistics. Advanced degree (Master’s) preferred.
* Five Years’ Experience driving a vehicle with the ability to pass Smith driving course and medical exam.
* Minimum of five years of experience in the management of TEFL sector projects and activities.
* At least two years of experience working directly with programs in public and/or private Education or development setting.
* Five years of progressively responsible experience supervising and leading diverse individuals and/or teams.
* Ability to travel for frequent periods of time extending up to one week.
* Professional fluency in Spanish and English (oral/written). Professional fluency will be considered as comparable to C1 on the CEFR scale, IV from Inlingua, or a TOEFL score of at least 95. All certificates must be dated within the past 3 years. Language tests may be administered.

**The full Statement of Work is included for review on pages 2-6**

Interested applicants for this position must submit ***all*** of the following information by email in order for their application to be considered:

1. A completed Application Form (pages 7-12), including three professional references
2. A resume or CV
3. A cover letter
4. Verification of English or Spanish fluency from a language testing institution; self-certification will not be accepted (see Statement of Work for more details). All certificates must be dated within the past 3 years.

All documents must be in English and submitted to [EC01-Vacancy@peacecorps.gov](mailto:EC01-Vacancy@peacecorps.gov) , Attention: Contracting Officer. In the subject line of your email, please use the following format: *Position for which you are applying\_your full* *name. E*xample: ***PM-TEFL Application\_John Brown***

Only complete applications received according to the above instructions will be considered, and only short-listed candidates will be contacted. Language and skills may be tested to verify ability. The United States Peace Corps is an Equal Opportunity Employer.

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| --- | --- |
| peace_corps_logo.jpg  **ECUADOR** | **Peace Corps / Ecuador**  **Statement of Work**  **Program Manager TEFL** |

**Updated: August 2021**

**BASIC FUNCTION OF POSITION**

The Teaching English as a Foreign Language (TEFL) Program Manager (PM) is responsible for planning, training, implementing and managing all aspects of the TEFL project, under the guidance of the Director of Programming and Training. Developing and maintaining strong relationships with local, national, and international partners, the PM ensures the efforts and assignments of Peace Corps Volunteers (PCVs) are consistent with Peace Corps’ philosophy and development priorities in Ecuador. The PM is responsible for the leadership and direct supervision of Program and Training Specialists. As part of Senior Staff and the Programming and Training Team, the PM coordinates with other members of the PC Ecuador team to carry out the assigned roles and responsibilities.

**MAJOR DUTIES AND RESPONSIBILITIES**

**I. Program Development and Management (45%)**

Leading, managing, and monitoring the work of a team of three Program and Training Specialists, as appropriate:

* Coordinates the TEFL project team and provides constructive and timely feedback on individual performance. Follows official process for conducting mid-year and end of year performance appraisals meetings and write ups.
* Administers all aspects of Project Plan: Peace Corps Volunteer work, counterpart agency liaison, training designs, resource allocation, project evaluations, and MS270 verification requirements with regards to site identification, selection, preparation, and placement.
* Completes related Peace Corps documents: site studies, site management templates, agency agreements, VAD’s, QTRS’s, PSR’s, HQ requests, travel calendars, site visit reports, and other documents, and files all documents following Site History Files guidance.
* Reviews VAST, PCPP, SPA or other funded Volunteer project proposals to be aligned to Peace Corps Ecuador development approach.
* Supervises/Monitors Peace Corps Volunteers and provides support as necessary.
* Responsible for the coordination of work activities/tasks, and annual and special leave for the TEFL staff and TEFL Peace Corps Volunteer Leader (PCVL). Completes travel and leave requests, and accounts for time and attendance, in a timely and comprehensive manner.
* Makes initial site assignments based on Trainee capacity and knowledge, skills and abilities as per PST evaluation of Trainees.
* Analysis and approval of Volunteers’ requests for work-related items.
* Handles Project-related correspondence for the TEFL sector, including contacts with local and US-based organizations, international organizations, and Returned Peace Corps Volunteers (RPCV’s).
* Oversees the organization of workshops/conferences/technical training events for Peace Corps Volunteers and Host Country Counterparts.
* Monitor community assessment tool (CAT) and volunteer report tool (VRT) and ensure PCVs receive proper training and feedback on how to use it to help them better document and track progress in their communities.
* In coordination with the DPT, selects and supervises the Peace Corps Volunteer Leader (PCVL)
* Develops and updates project documents (LPF, PT Bridge, etc.) in accordance with Ecuadorian needs and Peace Corps guidelines. Revise Project Design periodically in response to changing conditions, information and evaluations.
* Coordinates a Project Advisory Committee (PAC) in order to involve Host-Country and other development agencies representatives and project beneficiaries in project development. Will maintain and facilitate at least 1 PAC meeting per year.
* With Volunteers will analyze their primary projects to ensure that they fall within the Logical Project Framework.
* Participates in post’s Integrated Planning and Budget Submission (IPBS) annual discussions and provides recommendations regarding programming management and development goals and objectives.

**II. Direct Volunteer support (30%)**

* Responsible for the effective placement of project PCVs. Has ultimate responsibility for ensuring TEFL sites are properly developed according to PC protocols prior to PCV’s arrival at site.
* Provides technical support to Volunteers with respect to site selection, technical training events and in-service training (IST) events, project design and management, and requests for technical information or supplies.
* Responsible for developing systems for Volunteer placement and ensuring that these procedures are followed. Responsible for developing and applying criteria for Volunteer placement, such as minimum standards for housing and access to transportation, communication and basic necessities (water and food). Ensures that Volunteers are placed in suitable communities and are provided with adequate host families housing that meets the minimum standards for habitability, safety and security.
* Monitors Volunteer’ compliance with Peace Corps policies and Peace Corps/Ecuador Volunteer Handbook, and takes corrective actions as necessary.
* Maintains a calendar of Volunteer site visits, and completes appropriate number of site visits to assess Volunteer progress, cultural adaptation, safety and security, and to provide technical guidance
* Personally visits each site at least once prior to PCV placement to ensure suitability. Works with TEFL team to identify community contacts and other appropriate community, government and NGO partners and to identify their statements of interest, priority needs, and intended work activities for a potential PCV.
* Ensures at least one appropriate host family is identified for each PCV’s first four months at site.
* Monitors and documents individual Peace Corps Volunteers’ work and provides support and feedback regarding site visits, meetings with Host Country Counterparts, individual meetings with Volunteers, responses to the Volunteer Reporting Form (VRF), letters, emails, and telephone calls from Volunteers.
* Provides personal support to Peace Corps Volunteers including coaching, moral support, liaison with other staff members, problem solving and developing Volunteer resiliency.
* Identifies Volunteers with special adaptation issues and initiates support in a diplomatic and sensitive fashion. Directs Volunteers to appropriate resources and seeks rapid solutions to problems and conflicts. Advises and recommends changes when appropriate, to the Country Director and other staff regarding policy, operations, strategies, management, and administration, in order to improve Volunteer support.
* Provides administrative and logistical support to Volunteers with respect to vacation and technical exchanges requests, close of service (COS) processes (early termination, date advancements or extensions, transfers requests, etc.), site changes, etc.
* Visits all project PCVs in their sites at least once during their service to review technical activities and ensure appropriate supervision, guidance, technical support is provided.
* Analyses Volunteers requests for extensions, changes of sites, and changes of work assignments and submits them to DPT and CD for final approval.
* Participates in frequent travel that may extend up to one week at a time.

**IV. Pre-Service Training Support (PST) (5%)**

* Provides PST recommendations to DPT, PTS, TM and MT for 10-week competency-based, technical training program for TEFL Program.
* Leads PST in creating and updating a technical syllabus for PST and advises, guides, collaborates with PTS in the development of appropriate content and structure for training.
* Meets weekly with PTSs during PST to monitor the progress of Technical Training.
* Communicates effectively with TM and MT to request or suggest modifications to training as needed.
* Coordinates with PTS and other Training Staff relevant Core Curriculum sessions.
* Participates, as assigned or needed, in on-going evaluations of individual trainees and provides feedback, written and oral, as needed.
* Coordinates with PTSs to conduct interviews of Trainees, as part of the Trainee Assessment and Evaluation process.
* Evaluates, with PTS, TM, MT and DPT, the technical training program at the conclusion of each training cycle and makes recommendations for the following cycle.

**V. Participation as a Member of Peace Corps Senior Staff Team (5%)**

* Participates in all senior staff meetings and decision making processes requiring senior staff input.
* Attends meetings and conferences in Ecuador and other countries and participates in special projects as requested.
* Adheres to Peace Corps policies and Peace Corps Ecuador’s Staff Handbook.
* Advises CD and DPT on Ecuadorian developmental issues, agency relationships and agreements, and any matters that might affect Peace Corps’ work, relationships, or effectiveness in Ecuador.
* Reports to and collaborates with CD and DPT on all issues related to project development and management, and performance of Volunteers.

**VI. Collaboration with local, governmental, and international partner institutions (5%)**

* Establishes working relationships with various collaborating agencies and negotiates agreements as appropriate, and under the guidance of the CD and IAP Region General Counsel.
* Serves as the principal point of contact between Peace Corps/Ecuador and the various counterpart agencies and makes recommendations for changes in these relationships to the Country Director as required.
* Explains Peace Corps’ goals, philosophy, and operations to a variety of audiences.

1. **Safety and Security: (5%)**

* Serves as Emeregncy Officer.
* Participate in the planning, training and implementation of the Emergency Cluster System and Emergency Action Plan. Actively participate in training simulations and actual emergency situations to ensure the safety and security of Volunteers.
* Reports any direct or in-direct knowledge of a safety and security incident experienced by a Trainee or Volunteer to the SSM.
* Coordinates with SSM on any safety and security incidents involving a PCT or PCV.  Staff member assists SSM by communicating with counterparts, host-families or community members aware of security incident.
* Coordinates with SSM on “whereabouts” policy in regards to out of community for programmatic, vacation or training events.  Keeps close communication with SSM on whereabouts policy in case a PCV is violating the policy.
* Provides support to PCVs regarding coaching, moral support, liaison with other staff members, troubleshooting and guidance on safety and security adherence with post policy.
* Keeps the Country Director/DPT/SSM informed concerning all policy violations and issues of special concern, especially in relation to Volunteer health and safety and/or the possible negative impact on the image of Peace Corps.
* SSI 110: 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.
* Incorporates appropriate site-specific safety and security-related information into site history files.
* Ensures designated host country counterparts participate in counterpart orientation/training and are prepared to work with and support Volunteers, including their role in Volunteer safety and security.
* Maintains communication with each Volunteer and solicits periodic feedback, including information about Volunteer safety and security.
* Must be knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

**VIII. Other Duties (5%)**

**Inherently Governmental Function:**

PSC has been assigned the following inherently government function per the Kate Puzey Act: **Supervisory Responsibilities**.

Responsible for supervising Programming and Training Specialists (PTS) of their program.  Specifically, the supervisory responsibilities will include performing the midyear and end-of-year performance evaluation, monitor the daily, weekly, monthly work assignments of the PTSs, and approve timesheets, leave requests, and credit time requests for accumulation and use during all periods except during PST when the Master Trainer will supervise the PTSs. MT will provide evaluation outcomes to PM for use in mid-cycle and final annual performance reviews.

The PSC shall serve as an occasional money holder. This authority allows the PSC to accept interim advances and to provide funds to trainees, Volunteer and/or vendors based on the authorization of direct hire staff (OFMH 13.18.3).

The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.

* Perform any other assignment considered as necessary by his/her Supervisor.

**QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

1. **Education**: University Degree (Licenciatura) in TEFL/TESOL, English Education, or Linguistics. Advanced degree (Master’s) preferred.
2. **Valid driving license is required.** Five Years’ Experience driving a vehicle with the ability to pass Smith driving course and medical exam. Valid Ecuadorian Driver’s license and experience driving on rugged roads.
3. **Prior Work Experience**: Minimum of five years of experience in the management of TEFL sector projects and activities, including technical aspects, training and supervision of personnel, development of resources, monitoring and evaluation. At least two years of experience working directly with programs in public and/or private Education or development setting.
4. **Supervisory Experience:** 5 years of progressively responsible experience supervising and leading diverse individuals and/or teams to successfully accomplish organizational goals.
5. **Language Proficiency:** Professional fluency in Spanish and English (oral/written). Professional fluency will be considered as comparable to C1 on the CEFR scale, IV from Inlingua, or a TOEFL score of at least 95. All certificates must be dated within the past 3 years. Language tests may be administered.
6. **Knowledge:** In-depth understanding of educational priorities and programs in Ecuador, related to the field of TEFL. Understanding of Ecuadorian government’s development plans. Understanding of inter-cultural competence, diversity, equity and inclusion principles and practices.
7. **Skills and Abilities:** Ability to maintain positive and proactive working relationships with Peace Corps staff in Ecuador and Washington DC, Trainees/Volunteers, and counterparts in partner institutions in Ecuador. Experience working with multiple stakeholders and logistics. Ability to develop and maintain mid- and high-level contacts within the host government, international aid agencies, and local organizations. Ability to plan, organize and execute projects and to prepare precise, analytical reports. Ability to render advice employing sound judgment within Peace Corps guidelines. Ability to operate in core Microsoft Office applications including: Excel, Powerpoint, Word, Outlook. Ability to travel frequently for periods of time that that may extend up to one week. Excellent interpersonal and communication skills in a multicultural setting. Ability to work effectively in a fast paced environment with diverse cultural groups both from the U.S. and from Ecuador.

**POSITION ELEMENTS**

1. **Supervision Received:** Country Director provides broad administrative supervision on policies and priorities and reviews final work. Director of Programming & Training provides direct supervision and evaluation. Incumbent is expected to work independently with minimal supervision.
2. **Supervision Exercised:** Provides direct supervision and evaluation for Program and Training Specialists.
3. **Available Guidelines**: IPBS and PSR guidelines, Peace Corps Program and Training Manuals, Ecuadorian Government’s National Development Plans, Peace Corps Staff Handbook, Volunteer Handbook, and memoranda regarding specific policies and directives.
4. **Exercise of Judgment**: Peace Corps/Ecuador will rely on incumbent’s judgment on all issues concerning the specific project(s) details, including programmatic, technical, safety/security, budgetary, and personnel aspects. The opinions of the PSC will be taken into consideration in the development of overall Peace Corps/Ecuador programs and policies.
5. **Authority to Make Commitments:**  May commit Peace Corps on all aspects of specific project(s) countrywide, including Volunteer placement and activities. Is responsible for the preparation of project plans, agreements, resource requests, etc., completed for approval and signature of the Country Director. The PM is limited to make commitments for Peace Corps when authorized by the Contracting Officer.
6. **Nature, Level, and Purpose of Contacts:** Responsible for developing and maintaining an extensive network of contacts in Ecuador including top Ministry officials and the heads of NGOs; National, International, Private, and Voluntary.
7. **Time required to perform full range of duties after position entry**: 12 months

**Peace Corps/Ecuador**

**JOB APPLICATION FORM**

***Responses must be typed or legibly handwritten directly onto this form, and***

***only complete applications will be considered***

**Section 1**

1. **JOB INFORMATION**

**Vacancy Position Title:** Program Manager / Teaching English as a Foreign Language

1. **PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **Name** |  |
| **Email Address** |  |
| **Address** |  |
| **Phone numbers** |  |

1. **EDUCATION**

Complete the following information for all high schools and universities attended, beginning with your most recent:

|  |  |
| --- | --- |
| **School Name** |  |
| **City and state/province** |  |
| **Major (if applicable)** |  |
| **Type of degree/diploma received** |  |
| **Date degree/diploma received** |  |

|  |  |
| --- | --- |
| **School Name** |  |
| **City and state/province** |  |
| **Major (if applicable)** |  |
| **Type of degree/diploma received** |  |
| **Date degree/diploma received** |  |

|  |  |
| --- | --- |
| **School Name** |  |
| **City and state/province** |  |
| **Major (if applicable)** |  |
| **Type of degree/diploma received** |  |
| **Date degree/diploma received** |  |

1. *(add additional schools as-needed)***WORK EXPERIENCE**

Complete the following information for all related work experience over the past 10 years *(paid and non-paid)*, beginning with your most recent.

|  |  |  |
| --- | --- | --- |
| **Employer’s Name & Address** | |  |
| **Job Title** | |  |
| **Hours per week** | |  |
| **Starting Date (Mo & Yr)** | |  |
| **Ending Date (Mo & Yr)** | |  |
| **Duties and accomplishments** | |  |
| If this is your current employer, may we contact your supervisor? **□ Yes □ No** | | |
| If yes, please provide your supervisor’s name and phone number: |  | |

|  |  |  |
| --- | --- | --- |
| **Employer’s Name & Address** | |  |
| **Job Title** | |  |
| **Hours per week** | |  |
| **Starting Date (Mo & Yr)** | |  |
| **Ending Date (Mo & Yr)** | |  |
| **Duties and accomplishments** | |  |
| If this is your current employer, may we contact your supervisor? **□ Yes □ No** | | |
| If yes, please provide your supervisor’s name and phone number: |  | |

|  |  |  |
| --- | --- | --- |
| **Employer’s Name & Address** | |  |
| **Job Title** | |  |
| **Hours per week** | |  |
| **Starting Date (Mo & Yr)** | |  |
| **Ending Date (Mo & Yr)** | |  |
| **Duties and accomplishments** | |  |
| If this is your current employer, may we contact your supervisor? **□ Yes □ No** | | |
| If yes, please provide your supervisor’s name and phone number: |  | |

|  |  |  |
| --- | --- | --- |
| **Employer’s Name & Address** | |  |
| **Job Title** | |  |
| **Hours per week** | |  |
| **Starting Date (Mo & Yr)** | |  |
| **Ending Date (Mo & Yr)** | |  |
| **Duties and accomplishments** | |  |
| If this is your current employer, may we contact your supervisor? **□ Yes □ No** | | |
| If yes, please provide your supervisor’s name and phone number: |  | |

*(add additional work as-needed)*

1. **OTHER QUALIFICATIONS**

Please list any **job-related training courses** including titles and dates, skills, (e.g., foreign languages, computer knowledge), as well as any **job-related certificates, licenses, honors and special accomplishments**:

**Section 2**

*Please read each of the following questions carefully and answer yes or no:*

1. Do you have a University Degree (Licenciatura) in TEFL/TESOL, English Education, or Linguistics?

**\_\_\_ Yes \_\_\_ No**

1. Do you have at least five years of experience in the management of TEFL sector projects and activities?

**\_\_\_ Yes \_\_\_ No**

1. Do you have five years of progressively responsible experience supervising and leading diverse individuals and/or teams to successfully accomplish organizational goals?

**\_\_\_ Yes \_\_\_ No**

1. Are you professionally fluent in both Spanish and English? (must be comparable to C1 on the CEFR scale, IV from Inlingua, or a TOEFL score of at least 95)

**\_\_\_ Yes \_\_\_ No**

1. Do you have a valid Ecuadorean Driver’s License?

**\_\_\_ Yes \_\_\_ No**

1. Are you able to travel for extended periods of time?

**\_\_\_ Yes \_\_\_ No**

*If you answered “yes” to all of the questions above, please complete the next section. Please read each question below carefully and ensure that your response sufficiently demonstrates your qualification and suitability for the position. Please note that answers will require more than a “yes” or “no” response; please go into as much relevant detail as possible.*

1. Describe in detail your experience in the management of TEFL sector projects and activities, including technical aspects, training and supervision of personnel, development of resources, monitoring and evaluation.

**Response:**

1. Briefly summarize your experience supervising others or managing teams.

**Response:**

1. Describe how you have contributed to Diversity, Equity, and Inclusion in the workplace

**Response:**

1. Share up to three experiences developing and maintaining professional relationships with education-related partners, and describe main achievements.

**Response:**

**Section 3**

Provide the name and contact information of three (3) professional references, one of which should be a current or former supervisor:

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Email address** |  |
| **Phone numbers** |  |

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| --- | --- |
| **Name** |  |
| **Address** |  |
| **Email address** |  |
| **Phone numbers** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Email address** |  |
| **Phone numbers** |  |

*This application form must be sent along with your cover letter, resume, and certification of language proficiency for consideration.*