



VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 401-15-010

OPEN TO: All Interested Candidates

POSITION: Language and Cross-Culture Coordinator (LCC)

OPENING DATE: January 20, 2015

CLOSING DATE: February 10, 2015 (COB @5PM Pohnpei time)

WORK HOURS: Full-time; 40 hours/week

SALARY RANGE: \$10,736 to \$13,754(starting salary)

**** final hiring contingent upon availability of funds****

POSITION TYPE: LONG-TERM PERSONAL SERVICE CONTRACTOR (PSC)
(1 year contract, renewable at option periods)

NOTE: ALL APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Peace Corps Micronesia is seeking an individual for the position of a **Language and Cross Culture Coordinator (LCC)**. Post located in Kolonia, Pohnpei.

BASIC FUNCTION OF POSITION

As a qualified professional in International Development and functioning under general supervision, the Language and Cross Culture Coordinator (LCC) is responsible for organizing and coordinating all aspects of Trainee, Volunteer, and Staff language and cross cultural learning. As such, s/he is responsible for the design and implementation of all Language and Cross Culture Training, continuing language acquisition in the field and the management of the language testing system utilized by Peace Corps. The LCC acts as the lead trainer and coordinator of the Language Cross Culture Facilitators (LCFs) for the Pre-Service Training (PST). S/he ensures that language and cross cultural training provided to Volunteers, Trainers and Staff meets the overall goals of the Peace Corps, the TESL (Teaching English as a Second Language) project, the Peace Corps Response (PCR) program and helps to serve the development needs of Micronesia. Such duties are performed in the following work situations:

Serves as a member of the P&T team and supports Volunteers in programming, training, and general support issues for 30-40 Volunteers in the field as part of a complex Peace Corps post in the FSM and Palau.

The LCC implements approved activities in order to provide continuing programming and training support for staff, Volunteers, and is under the general supervision of the Director of Programming and Training (DPT).

A copy of the complete position description listing all duties and responsibilities is available at the Main Office in Kolonia, Pohnpei. Contact Kikulynn Hebel at (691) 320-2531.

QUALIFICATIONS REQUIRED

Education: B.S. or B.A. degree from an accredited institution is required. In lieu of a bachelor degree, an A.S. or an A.A. degree combined with an additional five years' experience may be acceptable.

Experience: At least ten years of progressively responsible experience in the professional, administrative management, or technical area is required.

Experience implementing trainings and making professional presentations required.

Experience working with Americans of all ages and backgrounds is preferred.

Language: Fluency in oral and written English and one of the local languages is required.

Knowledge: Must be able to read and understand the Peace Corps Manual regulations and thoroughly read and understand Peace Corps Programming and Training guidelines.

Must thoroughly understand the Peace Corps Mission in the country. Familiarity with basic development principles and techniques is an advantage.

Abilities: Must be able to multi-task, prioritize and organize work to meet tight deadlines; motivate Volunteers and staff; and provide effective training, counseling and support, and work independently and resolve crises and problems with minimum supervision.

Must have good computer skills, and be able to work well in MS Word, PPT, and Excel, and with email.

Must hold a valid driver's license. Some travel will also be required.

Must have a clean background and be able to receive a clearance from the US Embassy.

Must hold a FSM Work Permit.

Peace Corps is a professional organization. Standard Peace Corps office hours are 40 hours per week, but additional hours and off-hour (weekend/holiday) work may be needed to fulfill these duties and to support Volunteers.

SELECTION PROCESS

It is essential that the candidate specifically address the required qualifications above in the application.

Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

Peace Corps Basic QUALIFICATIONS for employment or contract.

In order to qualify for a position with Peace Corps as a resident Foreign Service National (FSN) employee or Personal Services Contractor (PSC), an individual must meet the following:

- FSM citizenship is preferred for FSN and PSC positions, but positions are open to applicants of all nationalities who have the legal right to obtain employment in the FSM or Palau;
- Meet the minimum qualifications for the position sought. Each Position Description or Statement of Work outlines minimum and preferred qualifications;
- Be at least 18 years of age. Note that there may be a mandatory retirement age for FSN positions. The mandatory retirement age varies according to local labor law; and
- Possess a valid driver's license and receive written permission from the Country Director to drive a Peace Corps vehicle, if this is a duty required of the position.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff along with a listing of applicant's work experience attached as a separate sheet; or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B below for more information); plus
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference

must submit documentation confirming eligibility for a conditional preference in hiring with their application.

4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

POINT OF CONTACT

Peace Corps Micronesia
P.O. Box 9
Kolonia, Pohnpei FM 96941

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Telephone: (691) 320-2531
FAX: (691) 320-5118

E-mail: applicants@fm.peacecorps.gov

CLOSING DATE FOR THIS POSITION: 02/10/2015 @5pm

Peace Corps provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.