



PEACE CORPS BOTSWANA

Volunteer Support Liaison

POSITION:	Volunteer Support Liaison
OPEN TO:	Qualified Returned Peace Corps Volunteers **Please note: Relocation Costs to Botswana Not Provided**
OPENING DATE:	22 October 2018
CLOSING DATE:	12 November 2018
WORK HOURS:	Full-time – 40 hours/week
REMUNERATION:	Commensurate with skills and experience.

Peace Corps Botswana seeks to hire one highly competent Volunteer Support Liaison (VSL) with strong familiarity with Peace Corps, to provide Volunteer support to all Peace Corps trainees and Volunteers (PCT/Vs) serving in country, support integration of PCT/Vs into their communities and workplaces, and assist with other tasks and projects that will improve the quality of the Peace Corps Botswana program overall.

BACKGROUND

Since re-opening in 2002, Peace Corps Botswana has worked to support the Government of Botswana in addressing the nation's HIV/AIDS epidemic, in cooperation with the Ministries of Local Government, Education, and Health, and the National AIDS Coordinating Agency. To date, the program has worked in District AIDS Coordinators' Offices; with health clinics, District Health Management Teams, and Social and Community Development Offices; with Non-Governmental and Community-Based Organizations; and in schools to implement a Life Skills curriculum. Over 590 Volunteers are serving or have served since the re-opening of Peace Corps in Botswana.

BASIC FUNCTION OF POSITION

The primary responsibilities of the position are to assist the Country Director, the Director of Programming and Training, and the Programming and Training staff in providing Volunteer support to all Peace Corps trainees and Volunteers (PCT/Vs) serving in country, support effective integration of PCT/Vs into their communities and workplaces, and assist with other tasks and projects that will improve the quality of the Peace Corps Botswana program overall. The incumbent models positive collaboration with Botswana, whether in staff, stakeholder or community roles.

MAJOR DUTIES AND RESPONSIBILITIES

Volunteer Support:

Assists Peace Corps Botswana staff in all aspects of Volunteer support. Models exemplary integration and collaboration with Botswana. Assists the Country Director, Director of Programming & Training (DPT), Safety & Security Manager (SSM), programming, training and other staff to anticipate, prevent, and/or manage Volunteer issues and crises, including cultural adjustments, assignment-related issues, family emergencies, and community and housing challenges. Attends weekly inter-departmental Volunteer Focused Meetings. Serves as a focal point to ensure timely and integrated staff support is provided to PCVs navigating prolonged challenging situations.

Counsels PCT/Vs on their cross-cultural adaptation and professional development. Supports PCT/Vs in dealing with personal problems, crises at home, and site difficulties, as well as encouraging their development of local support systems and constructive connections with staff Alerts the appropriate staff of any problematic job-related, security, or health issues that arises at PCV work sites. Advises PCVs on their options and assists with any needed administrative action. Provides clear guidance to PCT/Vs regarding Peace Corps policies and supports staff in enforcing those policies in a fair and consistent manner. Refers PCVs to Medical Officer or CD as needed or required. Informs appropriate staff of problems and recommends solutions.

Supports colleagues in providing appropriate support to PCVs dealing with cross-cultural adjustment issues and challenges of working with host country counterparts/supervisors, host families, and colleagues; contributes to a workplace environment that positively influences PCVs to gain enthusiasm and support for Peace Corps service, and the host country peoples and culture. Also serves as a resource in helping staff identify important PCV issues for immediate action.

Maintains ongoing communication with and support to PCT/Vs, and provides guidance and models behavior to cultivate their understanding of the challenges of Peace Corps service and their responsibilities for professional behavior. Conducts site visits as needed to monitor PCVs' personal adaptation, ensure community integration, and that appropriate safety and security measures are in place.

Develops solutions, procedures, and tools to standardize and institutionalize effective Volunteer support practices, strategies, and behaviors by the staff as needed.

Third-year Volunteers and Peace Corps Volunteer Leader Program Management:

Assists in the application, selection and orientation processes for third year extension Volunteers, including PCVLs. May assist in managing third-year Volunteers.

Training Support:

During Pre-Service Training (PST), the VSL will join the training team and play a substantial role in planning and executing PST, along with supporting trainees and assessing their progress. Under the supervision of the Training Manager, the VSL is responsible for the following:

- Conducting Volunteer support meetings with PCTs and providing coaching, counseling and mentoring
- Providing insight to staff on trainee progress and needs and participating in formal trainee evaluation
- Co-facilitating sessions, particularly where experience of an RPCV is beneficial, and where knowledge and skills are relevant, including intercultural communication sessions
- Coordinating PCVL participation in PST and Resource Volunteer visits
- Coordinating the mentoring program and assisting with shadowing arrangements as needed
- Providing team building and energizing activities to the trainees, alongside PCVLs
- Assisting with training logistics at the training site.
- Models respectful and constructive engagement with all staff, giving and receiving feedback, seeking opportunities to bring staff and trainees together

The VSL will also play a role in other In-Service Trainings (ISTs), such as IST, MST, COSC, mini-regionals and technical trainings as needed and appropriate.

Other Tasks and Projects:

- Participates in Programming and Training activities, such as committee work, site development, PAC meetings, and MRE activities, as well as Peace Corps Botswana's annual management and planning exercises such as IPBS. Other duties as assigned.

Safety and Security Duties

Identifies and immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and the Country Director (CD). Liaises PCV safety and security concerns to the SSM and/or CD, as necessary. Monitors Volunteer compliance with Peace Corps policies, especially related to safety and security. Participates in the effective communication and implementation of the Emergency Action Plan (EAP). Acts as duty officer on scheduled basis. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons, or articles.

QUALIFICATIONS:

Education: College degree required; Master's degree preferred.

Prior Work Experience: Three years of experience working in a multicultural environment, and on multicomponent adult training and development projects. Must be a Returned Peace Corps Volunteer with minimum of three years since completing service. Should be able to demonstrate collaborative and respectful engagement with colleagues of a variety of backgrounds and nationalities.

Language Proficiency: Advanced English proficiency (reading and writing) required; understanding of Setswana preferred.

Knowledge: Knowledge of the Botswana culture is required. The candidate must be able to identify differences and similarities between U.S. and local cultures. The candidate must know the Peace Corps training and programming system, and PC policies and regulations. Candidates should be able to identify the need for counseling for personal adjustment issues, and be comfortable discussing and providing suggestions on a wide variety of topics, including trainee/Volunteer expectations in dealing with foreign bureaucracy, human sexuality, as well as responding to emergency situations and danger due to a complex political situation.

Abilities and Skills: Must be a highly resourceful and creative individual, with strong interpersonal skills, who can design different flexible options to respond to Volunteer support needs in a scenario of scarce resources. Must be able to objectively provide and receive feedback, counseling and technical advice, and must be able to understand and relate well to local and American culture. The ability to operate a standard shift, 4-wheel drive motor vehicle is required, including a valid driver's license with clean driving history. Ability to travel extensively, as overnight travel will be common. Must be able to live at training site in rural conditions if deemed necessary.

Other: Strong computer skills (Microsoft), including typing and basic trouble shooting of computer systems. Successful completion of necessary background and security clearances.

POSITION ELEMENTS:

Supervision Received: The Peace Corps Director of Programming and Training provides broad administrative and technical supervision for this position.

Available Guidelines: Guidelines used in completing assignments consist of the Program and Training Guidance, Project Plans, the Integrated Planning and Budget System (IPBS), Focus-In Train-Up sector schematics, Safety and Security policies and procedures and USG/Peace Corps administrative policies and procedures.

Exercise of Judgment: In all the areas related to the Volunteer support initiative (programming, training, safety and security) and constructive and respectful collaboration within the office.

Logistics

Work will be performed in Gaborone at the Peace Corps office, or the training site during PST. Travel will be required for Volunteer trainings, site development or Volunteer support purposes. VSL may

have to stay in very simple lodges and hotels, and share rooms with colleagues when necessary. Peace Corps will provide the VSL with use of office tools, including desktop computer, mobile and landline telephone use for official calls, and stationery.

Level of Effort

Regular work hours for Peace Corps Botswana are 0730 – 1700 Monday through Thursday, and 0730 – 1330 Fridays. Volunteer Support Liaison may be required to work longer hours, weekends, or holidays during emergency responses, Volunteer training periods and during site visit travel throughout Botswana to accomplish the tasks required.

APPLICATION PROCESS

Individuals meeting the minimum qualifications should submit a cover letter highlighting motivation and qualifications for this position and detailed CV to:

U.S. Peace Corps

Attn: Human Resources

Gaborone International Finance Park

Kgale Mews Unit Plot 115, Unit 15

P/Bag 00243, Gaborone

Or via email recruitments@bw.peacecorps.gov with "Volunteer Support Liaison" in the subject line.

APPLICATION DEADLINE IS 12 NOVEMBER, 2018 AT 12:00 PM. LATE SUBMISSION WILL NOT BE ACCEPTED.

Please note: Submitted Documents cannot be returned.
