The United States Peace Corps program in the Philippines seeks qualified candidates for the following position for a three to four (3-4) month service

LANGUAGE and CROSS-CULTURAL FACILITATOR

(Code: LCF)

**TYPE OF CONTRACT: Personal Services Contract**

**June 24 – September 25, 2019**

**BASIC FUNCTION OF POSITION:**

The Language/Cultural Facilitator (LCF) is directly responsible for the facilitation of a Philippine language both in a structured training venue and in the community level. The LCF also provides ongoing formal and informal instruction and advice to Peace Corps Trainees regarding cultural adaptation and life in the Philippines.

In addition to teaching Filipino- the national language of the Philippines, the LCF will additionally teach at least 2 weeks of introductory language in one of the following languages: ***Ilokano, Bikol-Naga, Bikol-Albay, Sorsoganon, Cebuano, Waray, Hiligaynon, and Kinaray-a.*** The LCF will also assist a group of 4-6 Peace Corps Trainees in completing technical assignments and community projects in the barangay. S/he is the key link in integrating all elements of training (i.e. language, technical, cultural, health and safety) through formal and informal activities in the community. S/he works closely with the Training Support Staff in the implementation of the homestay program including the selection, orientation and monitoring of the Host Families during the community-based training.

LCFs are required to follow a six-day workweek, with additional preparation time and activities in the evening, on weekends and holidays. S/he works in close collaboration with other staff for the successful and effective coordination of training activities and support of Trainees. The LCFs reports to the Language Coordinator (LC) and the Training Manager (TM).

**DETAILS OF RESPONSIBILITIES:
Preparation Phase**

* Participates in all Training of Trainer (TOT) sessions and activities prior to PST. This includes a TOT workshop with all PST Staff.
* During TOT, the LCF works closely with all PST staff to explore and understand the goals and philosophy of Peace Corps training, concepts of integrated training, session design and planning, reporting procedures, and working as a team.
* Be familiar with the Community-Based Training (CBT) approach implemented by Peace Corps Philippines. Develop language training design based on prior PC language programs, best practices, and available materials.
* Participates in the preparation of language training sessions, materials and resources under the supervision of the Language Coordinator. Assist the Language Coordinator with the preparation of materials, sessions and activities for the cross-cultural component of training.
* Participates in the visitation, selection and orientation of host families.

**Implementation Phase**Teaches target language classes to a small group of Trainees using a variety of communicative approaches and interactive learning methods. Classes will be taught at the Trainees’ cluster site for approximately four hours per day.

* Together with the TCF, manages the day-to-day operations of the cluster site
* Works closely with the TCF in ensuring the integration of language, technical and cultural aspects of training. Together, the LCF and the TCF ensures that all competencies required for Trainees are covered in their classes.
* Participates in training classes and activities at the cluster site, ensuring various and creative learning opportunities from Trainees.
* Provides regular and consistent feedback to Trainees concerning language acquisition and performance. In coordination with the LC, designs and implements assessment and evaluation tools used to gauge Trainees’ proficiency levels.
* Encourage Trainees’ comments and evaluations of language classes and activities; respond to constructive criticism and strive to adapt sessions accordingly.
* Works closely with the LC to implement valuable cross-cultural learning activities at the training/cluster site. Collaborates closely with the TCF on technical training in barangays, facilitating communication, scheduling, and activities.
* Acts as a resource person for Trainees on cultural topics of interest. Strives to present objective, unbiased views of Filipino tradition and practices and encourage Trainees to seek out answers to their own questions.
* Coordinates with the local host families of Trainees with regards to payments and other matters.
* Assures responsiveness to trainee needs with regards to health, safety, host family, training, logistics or any other matters.
* Requests materials needed at the cluster site and assures that necessary materials will be provided at the time of need.
* Ensures the strict implementation of important PC policies such as: alcohol use, out of site, fraternization, helmet and life vest use, drugs, and motorcycle policies.
* Participates in all staff meetings, providing detailed feedbacks and comments on Trainees’ performance and adjustment at site.
* Documents Trainee performance in language training (under the supervision of the Language Coordinator) to inform decisions to recommend or not recommend that a Trainee become a Peace Corps Volunteer.
* Responsible for updating PC Manila staff on security measures and procedures.
* Serves as a Duty Officer at the training site as designated by the SSC and Training Coordinator.
* Accomplishes incident reports as necessary
* ***Live in a barangay in Central Luzon for 2-3months together with Trainees and other training staff.***
* Performs other tasks as determined by the Training Manager.
* **Safety and Security Responsibilities:** Per MS270, all members of the Peace Corps must be familiar with the Emergency Action Plan, their responsibilities in the event of an emergency, and with procedures for reporting and responding to safety and security incidents. Ensures that safety and security competencies are incorporated and actively integrated into the language component and effectively delivered to the Trainees so that their acquisition is properly evaluated and documented. Supports the safety and security systems that are in place for PST, including reinforcing to Trainees their roles and responsibilities related to their personal safety & security.
* **Acts as a logistician:** The Language/Cultural Facilitator may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST training site, or other locations as directed by the Contracting Officer. The LCF may also be required to courier cash to PC trainees or volunteers. The LCF 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 LCF 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.

**AFTER TRAINING PHASE**

* Submits Trainee evaluations and thorough reports in a timely manner.
* Completes HR required performance evaluations and peer feedback forms.
* Contribute to the final language training report, documenting all lessons and activities for use in the future. Participates in the compiling and storing of language training materials.
* Provides Language Coordinator, Training Coordinator and Training Manager with recommendations for improvements in language training for future PSTs and Language Camps.

**QUALIFICATIONS:**

* Job-related degree with teaching experience preferred;
* Experience in or knowledge of communicative and highly interactive teaching methodologies;
* Understanding of the Adult Learning Model and Experiential Education techniques;
* Professional level proficiency in English;
* Ability to fluently speak and teach Filipino and at least one of the following languages: ***Ilokano, Bikol-Naga, Bikol-Albay, Sorsoganon, Cebuano, Waray, Hiligaynon, and Kinaray-a***
* Strong background in community development, education, coastal resources, environmental conservation, or social work;
* Demonstrates strong interpersonal, problem solving, decision-making and counseling skills;
* Ability to work with cultural diversity;
* Experience facilitating cross-cultural discussions;
* Excellent computer skills in MS Word, Excel, Powerpoint;
* Prior satisfactory to excellent work experience with Peace Corps trainings, or any similar Volunteer organization, preferred.

**REQUIREMENTS:**

* Holder of an NBI Clearance;
* Physically fit to work long hours.

**COMPENSATION:**

* Competitive daily rate
* Travel allowance to and from Manila *(for staff coming from outside NCR, & outside of nearby provinces such as Laguna, Cavite & Antipolo)*
* Lodging provision in Manila *(for staff coming from outside NCR, & outside of nearby provinces such as Laguna, Cavite & Antipolo)* and at Training sites in Bataan
* Communication allowance

**APPLICATION PROCEDURES – HOW TO APPLY:**

**Via email (preferred):**Send application letter and resume to ph-pstvacancy@peacecorps.gov, in pdf format of not more than 5 MB. **Important: CV should include three (3) character references, one of whom should be a former supervisor at work. Please provide complete name, designation, company, contact number and correct/current email address of character references.**

**Application is open until position is filled.**

Note: We will only contact applicants who are being considered. No need to follow-up. Thank you for your understanding.

**EQUAL EMPLOYMENT OPPORTUNITY**The Peace Corps is both a federal agency and a vehicle through which American citizens offer needed assistance to people around the world and, in doing so, promote greater cross-cultural understanding between Americans and the people of the host countries. The fulfillment of the Peace Corps’ mission to foster greater understanding among the world’s citizens requires that we adhere to the highest standards with respect to equal employment opportunity for all Volunteers, employees, and applicants. Discrimination based on factors that have no bearing on a person’s ability to serve and perform his or her duties is not permitted and will not be tolerated.