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.

EDUCATION TECHNICAL/ CROSS-CULTURAL FACILITATOR

(Code: EDUCATION TCF)

**TYPE OF CONTRACT: Personal Services Contract**

**June 24 – September 25, 2019  
  
BASIC FUNCTIONS OF POSITION:**

With guidance from the Education Program Manager (Educ-PM) and the Training Manager (TM), the Education Technical/Cultural Facilitator (Educ-TCF) is directly responsible for (1) planning and conducting technical training for Peace Corps Education project at the local school level; and (2) providing formal and informal instructions and advice to Trainees on life, work and cultural adaptation in the Philippines.

His/her primary responsibility is to equip Trainees with the necessary Knowledge, Skills and Attitudes to effectively work in Department of Education elementary, secondary schools, and Commission on Higher Education-accredited tertiary schools in co-teaching English, developing and conducting teacher trainings, and supporting the development of school and community resources with the aim of improving the quality of education in the community, including literacy.   
  
He/she works closely with other staff in integrating all elements of training (i.e., language, technical, cultural, health and safety) through formal and informal activities in the community. TCFs are required to follow a six-day workweek, with additional preparation time and activities in the evening, on weekends and holidays. He/she works in close collaboration with other staff for the successful and effective coordination of all training activities and support of American Trainees. TCFs report to the Education Program Manager (PM), Training Manager (TM), and the Director for Programming & Training (DPT).

**DUTIES AND RESPONSIBILITIES**

**PREPARATION PHASE**

* Conducts visits to communities and establish initial contacts with local government officials and potential practicum sites.
* Communicates the roles of the Peace Corps trainees working in each community to local officials.
* Identifies and develops required number of practicum sites, appropriately matched to anticipated Volunteer sites.
* Analyzes trainees’ aspiration statements and resumes determining their work experiences for appropriate placement into training communities.
* Participates in the Training of Trainers, develop sessions designs and conduct sessions at TOT.
* Participates in overall technical training design, incorporating field experiences and adult experiential learning principles and Volunteer suggestions.
* Establishes and maintains technical resource center for use by trainees and training staff

**IMPLEMENTATION PHASE  
  
Fundamental Role**

* Provides technical support in assigned clusters
* Acts as coach, advisor, consultant and guide for Trainees and community partners. Provides guidance and explanation of any work related cross-cultural issues to Trainees
* Together with the LCF, manages the day to day operations of the cluster sites
* Works closely with the LCF 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.
* Advise Trainees on conducting community activities or projects.
* ***Live in a barangay in Luzon for 2-3months together with Trainees and other training staff.***

**Technical Role**

* Designs and implements integrated learning experiences that support the development and demonstration of the knowledge and attitudes necessary for Volunteers to work effectively in their assignments.
* Be knowledgeable in terms of information gathering in the appropriate fields and manage cluster resource centers
* Delivers training sessions within the technical program following principles of hand-on-experiential learning as required.
* Arranges initial formal meetings with local officials, practicum sites and provide assistance in facilitating the informal meetings (round table, seminars) or formal assignments (classroom co-teaching) in support of internship projects.
* Serves as a liaison between the Trainees and practicum sites; establishing initial contacts, negotiating working schedule, etc.
* Offers translation assistance during initial official discussions with local authorities, officials and Internship site management, though TCF is not supposed to interpret or translate on a fulltime basis for group members.
* Co-facilitates integrated field trips that are determined by the training program or suggested by Trainees.
* Assists Trainees with lesson or session planning when needed.
* Prepares PCTs for site visit by developing a plan to implement at the site.
* Reviews site visit plans individually with PCTs and develop strategy for 2nd half of training to better prepare PCTs for work at sites.
* Reviews Trainee plans for small community projects/practicum co-teaching including goals and objectives, activities and budget.
* Assists in carrying out regular evaluation of technical component, as part of overall training evaluation, and redesign training as necessary to ensure its relevance.
* Provides feedback to Trainees on their performance at internship sites throughout the PST.
* Meets weekly with the technical training staff to discuss on-going technical training events and activities in communities or schools.
* Assists key PST staff with trainee assessment by providing specific feedback on trainees strengths, areas to develop and general comments on trainee performance in the technical and cross-cultural components.
* Requests materials needed at the regional 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.
* Interacts with other TCFs to ensure uniform dissemination of information
* Serves as a Duty Officer at the training site as designated by the SSC and Training Coordinator.
* Performs other support tasks as determined by the Training Manager and the Program 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.
* **Act as Logistician:** The EDUCATION - TCF will 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 EDUCATION - TCF will not be functioning as a procurement official but will only be acting as an intermediary between the Contracting Officer and the vendor. The EDUCATION - TCF 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. The EDUCATION - TCF may also be required to courier cash to PC trainees or volunteers

**AFTER TRAINING PHASE**

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

**QUALIFICATIONS REQUIRED**

* **EDUCATION:** Degree preferably in Education and with at least one year work experience in teaching English as a Second Language (ESL) or in using ESL teaching approaches and methodologies.
* **EXPERIENCE:** Knowledge in participatory community development processes; Experience in implementing community-based programs/projects similar to alternative learning or literacy work; Experience in training teachers or trainers; Prior satisfactory to excellent work experience with Peace Corps, or any similar agency or organization, as well as experience in a cross-cultural working environment, preferred.
* **SKILLS AND ABILITIES:** Demonstrates cross cultural communication skills; Good to excellent understanding of the Adult Learning Model and Experiential Education techniques as well as an understanding of participatory community development processes; Satisfactory computer skills in MS Word, Excel, and Powerpoint; Hardworking, responsible, flexible and a good team player.
* **LANGUAGE:** Good to Excellent – Speaking/Reading/Writing English and Filipino (Tagalog). Ability to speak other local dialects will be an advantage.

**ADDITIONAL REQUIREMENTS:**

* Holder of a current NBI Clearance (valid up to September 2019);
* 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](mailto: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 for all 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.