



U.S. PEACE CORPS ALBANIA AND MONTENEGRO

Peace Corps

LOCATION: Based in Tirana, Albania

CLASSIFICATION: Full-time, Contracted Position

CLOSING DATE: SEPTEMBER 24th, 2019

This position has the primary responsibility for providing direct support related to safety and security of Peace Corps Volunteers living and working in towns and villages throughout Albania and Montenegro. Under the direct supervision of the Country Director, this position is the contact point with Washington, DC's Safety and Security Office, the Regional Security Advisor, the US Embassy's security officials and local law enforcement agencies. Please note this is **not** a law enforcement position.

Duties include:

- Volunteer support—available 24/7 to respond to emergencies &/or safety and security incidents;
- Incident coordination including initial response, assisting in any investigation, reporting, and follow up;
- First responder to sexual assault victims and other serious incidents;
- Site inspections, site selection and regular volunteer visits;
- Conducting and coordinating Safety and Security training;
- Monitoring and maintaining appropriate safety and security systems/procedures;
- Leadership in emergency action planning and response;
- Collaboration with programing team on volunteer needs.

Experience requirements and qualifications:

- High School Diploma with five (5) years of directly related work experience is required. Bachelor's degree in social work, counseling, criminology, or security studies is strongly preferred;
- Professional experience : A) Providing support to victims of sexual assault, theft, and other personal crimes; OR B) Experienced with safety and security programs of similar NGO/development organizations; OR C) Possess relevant professional security or law enforcement experience; AND
- High level of proficiency in English and Albanian language both written and oral (preferred high level of proficiency in Montenegrin both written and oral);
- Possesses excellent computer skills including Microsoft Office Suite;
- Experience as a trainer/educator;

Qualities of a successful candidate:

- Ability to develop and maintain effective working relationships with other organizations, including local law enforcement, criminal justice, emergency management and other NGO/development agencies;
- Ability to support victims of crime in a professional, sensitive, and victim-centered manner
- Ability to analyze crime trends and other risks and propose mitigation strategies;
- Ability to advise Volunteers and staff in an empathetic manner;
- Ability to maintain confidentiality and share information only as required;
- Familiar with safety and emergency protocols;
- Outgoing personality and familiar with foreigners and people of diverse backgrounds;
- Strong organizational and communication skills, monitoring and evaluation experience a plus;
- Team working ability;
- Remain calm under pressure.

Additional Requirements:

- Candidate will need to pass a background/security clearance;
- Candidate must maintain a current passport and be willing/able to travel in and out of Albania and Montenegro.

Applications must be submitted to the Director of Management and Operations by **COB SEPTEMBER 24th, 2019** and will include: current resume or CV outlining related experience and qualifications; cover letter in English; three references; and, certificates/documents demonstrating the candidate's skills and abilities. Application packages can be submitted via email to AL-Information@peacecorps.gov; via mail to Peace Corps Albania, PO Box 8180, Tirana, Albania; or in person 9:00 A.M. to 5:00 P.M. Monday - Friday at Rr. Besnik Sykja, Nr. 2.

Only applications from qualified applicants received by COB SEPTEMBER 24th, 2019 will be considered. Preference may be applied to Personal Service Contractor candidates residing in Albania or who are citizens of Albania.

The Peace Corps is an Equal Opportunity Employer. For more information, please visit:
<https://www.peacecorps.gov/albania/contracts/>

Only qualified candidates will be contacted for interviews.