



Vacancy Announcement

Position Title: Homestay Assistant for Pre-Service Training (PST)

Location of Job: In Montenegro, in communities close to the border with Albania, near the city of Shkoder

Period of Performance: 18 November 2019 – 07 April 2020

Vacancy Opening Date: September 10th, 2019 **Vacancy End Date:** September 24th, 2019

Position Summary

The Homestay Assistant is responsible for recruiting and selecting host families in Montenegro, in the communities around the border with Albania, near the city of Shkoder where approximately 12 Peace Corps trainees will reside for the duration of the Pre-Service Training. This will include visits to homes and interviews with family members, orientation sessions with the families that are selected, and the coordination of an event introducing the host families and the trainees. The Homestay Assistant will also be responsible for handling, in consultation with the Housing and Program Associate and Training Manager, any problems or concerns which may arise between the host families and trainees and will also be responsible for coordinating the payments to the families for room and board. The Homestay Assistant will also serve as the liaison between the host communities and the PST program.

Major Duties and Responsibilities

- Contact and maintain a good working relationship with local authorities at training sites.
- Implement appropriate and effective host family recruitment strategies.
- In conjunction with Housing and Program Associate and Training Manager and other staff, compile appropriate host family selection criteria.
- Interview potential host families and assess suitability as to the needs of the training program.
- Ensure families are informed of Peace Corps training goals.
- Assist with the design and implementation of a trainee-family matching strategy.
- Maintain regular contact with host families throughout training and conduct regular host family visit.
- In conjunction with Housing and Program Associate, prepare and conduct host family orientation sessions and manage the homestay program in the various PST training communities.
- Be available as a counselor and resource person to both the staff and trainees.
- Coordinate closely with the Training and Programming staff on developing and delivering training sessions and activities that promote Trainees' intercultural learning and community integration during Pre-Service Training.

Qualifications/Evaluation criteria

- Strong communication skills, ability to work with the public
- Experience as a member of a diverse team
- Cross-cultural experience
- Ability to think independently with little supervision
- Good organization and time management skills
- Strong service attitude and personal integrity
- Ability to work in a busy and intense team environment
- Experience in related work with relevant agencies or organizations
- Knowledge of the area and host communities

Requirements

- University degree is a minimum requirement. Preference will be given to candidates with additional relevant qualifications and experience.
- Oral and written fluency in Montenegrin and English is required. Knowing the Albanian language is an advantage.
- Good computer skills
- Ability to maintain clean background check

Additional Requirements:

- Candidate will need to pass a background/security clearance;

TO APPLY FOR THIS POSITION:

Applications must be submitted to the Director of Management and Operations by **COB SEPTEMBER 24th, 2019** and will include a current resume or CV, a cover letter explaining your qualifications for the position, any certificates or other documents that can demonstrate your skills and abilities; and the names and contact information of three professional references. Application packages should be submitted via email to:

AL01-Information@peacecorps.gov.

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