



PEACE CORPS SIERRA LEONE

34 Old Railway Line, Signal Hill Freetown, Sierra Leone

Telephone 232.78.200.900

SCOPE OF WORK

(Recruitment, PSC Duties, and Performance Reviews)

Organization	US Government – Peace Corps Sierra Leone
PSC Position Title	Language and Cross-Cultural Facilitator (LCF)
Reports To	Language and Cross-Cultural Coordinator (LCC)
Supervises	N/A
Contract Type	Long-Term Intermittent Contract, 5-Year, Not to Exceed 120 Calendar Days in a Calendar Year, Not to Exceed 48 Hours per Week
Contract Duration	Intermittent beginning May 2023 through May 2028
Duty Location	Kambia, Sierra Leone

1. Minimum Requirements:

At a minimum, the successful **candidate's CV must demonstrate the following:**

- Education/Certification: Completion of Secondary School education, vocational or in a recognized institution with the following: Teacher's Certificate (TC), Technical Vocation Certificate (TVC), Diploma and Higher Teacher's Certificate (HTC).
- Years of Experience: A minimum of 2 years' experience in teaching and materials development.
- Proven proficiency in spoken and written English, Krio and at least one of the following Sierra Leonean local languages: Mende, Temne, Limba, Loko, Susu, Kono, Mandingo, Kuranko, Fula, Kissi, or Shebo.
 - **NOTE:** Please **provide a statement** addressing ANY/ALL the languages you are language proficient with from the above list
- Knowledge of adult learning principles and participatory/communicative teaching techniques
 - **NOTE:** Please **provide a statement** addressing your knowledge of adult learning principles and participatory/communicative teaching techniques
- Adult learning/teaching experience
- Must be knowledgeable of and have experience working in the Sierra Leone Educational System
- Experience assessing local languages and cultural competency in Sierra Leonean communities
- Experience administering questionnaires
- Experience working in a multi-cultural environment.
- Knowledge of MS Office computer applications (Word, Excel, Outlook) and internet usage.
- Must be available to attend the Language Training of Trainers (LTOT) scheduled from the 20th to the 24th of February, 2023 in Freetown, Sierra Leone
 - **NOTE:** Please **provide a statement** addressing your availability to attend the LTOT stated above
- Must be available to attend the Language Proficiency Interview (LPI) scheduled from the 27th of February to the 3rd of March, 2023 in Freetown, Sierra Leone
 - **NOTE:** Please **provide a statement** addressing your availability to attend the LPI stated above

2. Preferred Requirements

- Experience teaching Sierra Leonean local languages
- Experience in the health system

3. Background

The mission of Peace Corps worldwide is to promote world peace and friendship. Peace Corps was invited to Sierra Leone in 1962, since then hundreds of Peace Corps Volunteers have worked in the fields of Education, Health, Agriculture, and Community Economic Development.

Peace Corps' mission is to promote world peace and friendship by fulfilling three goals:

- To help the people of interested countries in meeting their need for trained men and women
- To help promote a better understanding of Americans on the part of the peoples served
- To help promote a better understanding of other peoples on the part of Americans

4. Objective of the Position

Peace Corps Volunteers (PCVs) who come to work with Sierra Leoneans need to be trained. The incumbent will work in close collaboration with the Programing and Training Department through the Programing Manager, Programing and Training Assistants and Training Manager to help Peace Corps Trainees better understand Sierra Leonean culture and learn to speak the language(s). This position will work in close collaboration with the Language and Cross-Culture Coordinator (LCC) to plan, implement and evaluate with a specific focus on language and cross-cultural learning by Peace Corps Trainees (PCTs) and Volunteers (PCVs). The functions include: coordinating the development of language materials, testing for appropriate language level and cross-cultural competencies, and assisting in the development of training activities associated with these tasks.

The Language and Cross-Cultural Facilitator (LCF) is responsible for the planning, delivery and evaluation of the daily language learning activities of Peace Corps Trainees (PCT). The LCF assists in the development of language learning material, including the weekly design and revision of session plans as needed. The LCF conducts language learning activities both in and outside of the classroom using techniques, methods and training materials developed and provided by Peace Corps Sierra Leone. The LCF assists with the design and delivery of the cross-cultural training for PCTs and serves as a cultural role model and guide for them within the community, providing guidance on social norms, behavior, dress, customs, etc. On a regular basis, the LCF advises the LCC on PCTs' progress in language acquisition, ability to interact within and adapt to a new cultural context, and overall performance in the training program. The LCF makes recommendation when PCT progress is not adequate and provides additional support to PCTs as agreed upon.

5. Tasks & Deliverables

Facilitation, Monitoring, and Evaluation:

- Design and implement lesson plans based on acquisition of specific language and cross-cultural competencies that Trainees should achieve. They are to be developed based on the Peace Corps lesson planning format (4MAT) and incorporate language, cultural and technical language objectives.
- Conduct formal/informal language training classes with small groups of Trainees using a variety of language training methods and material; making appropriate change based on feedback received and learning needs of the Trainees.
- Develop Trainees' cross-cultural skills by acting as a language and cross culture information resource.
- Serve as a cultural role model and "guide" monitoring and evaluating Trainee community integration on social norms, behavior, dress, customs, etc.
- Be available outside classroom hours to assists with language learning (individual tutorials, cross cultural trips/activities, field visits).
- Assist in design and evaluation activities (simulation activities and out-of-classroom language tasks) to provide timely and regular feedback to Trainees about their progress in language. Inform the language team regarding these evaluative processes, and actively participate in evaluation sessions.
- Evaluate the success of each lesson and document comments, ideas and suggestions, to assist with future implementation.
- Conduct routine visits to host families and Trainees to provide support as needed.
- Assist other staff members in implementing sessions that complement and or integrate all Pre-Service Training (PST) components.
- Support the In-Service Training (IST) team efforts and decisions as per request.
- Dress according to the PST dress code and interact professionally with staff and Trainees during working hours.

Material Design and Development:

- Design learning materials designed for all Sierra Leonean languages as needed.
- Develop lesson plans and training topics as well as creating new training materials (weekly/as needed).
- Design appropriate training session plans, visual aids, and cultural materials that support the health program. Technical content will include Malaria, Nutrition, Water, Sanitation and Hygiene topics.

- Create language manuals to include, but not limited to, greetings and introductions, family, market-place transactions, and community development/medical nomenclature e.g. signs and symptoms, diseases, treatment, breastfeeding, health care workers, etc.
- Design all learning material in accordance with Peace Corps guidance and templates; and, all materials developed are proprietary and belong to Peace Corps Sierra Leone.

Preparation and Training:

- Participate in the preparation of the training site, including class location for the language training program.
- Actively seek resources within the community to assist Trainees in language learning and the performance of cultural objectives.

Management controls:

- LCC will discuss LCFs performance with the Training team and PCTs/PCVs during and after training.
- One on-one performance review evaluation with LCC/Training Manager (TM) if necessary.
- Attend the Mandatory Language Training of Trainers (LTOT) and the mandatory all staff General Training of Trainers (GTOT), which includes goals and Peace Corps philosophy, concepts of integrated training, time for refining session plans, specific LCF training and team building.

Reports:

- Submit weekly reports to the LCC that include: evaluation of Trainee's progress in language, general description of group adaptation and overall cultural competency development.
- Notify the LCC about any classroom management challenges that might occur during language class facilitation.
- Written reports are required to be submitted upon request of event/activity or at the end of any training.

Required briefings and meetings:

- Meet regularly with the LCC and other training staff to discuss Trainee and Volunteer progress as well as plan any upcoming events.
- Participate in language team meetings and staff meetings when required.
- Participate actively in team building activities that foster teamwork.
- Participate in all briefings as requested.

Other Duties

- Attend staff meetings, in-service trainings, and retreats when indicated.
- Understand and comply with Peace Corps safety and security policies and procedures.
- Understand and comply with Peace Corps code of ethics, privacy and confidentiality policies.
- File all documents produced by the position in accordance with Peace Corps Records Management policies.
- Perform other assignments or duties as assigned.

6. Standard Roles and Responsibilities

A. Safety and Security (S&S):

- **Employees with no SPECIFIC Safety and Security Responsibilities (i.e., cashier, admin staff)**
Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and Country Director (CD). Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

B. Inherent Government Function (IGF):

- N/A

C. Temporary Assignments:

- PSC may be temporarily assigned, as determined by the Peace Corps Director or her/his delegate, to carry out additional duties and responsibilities in furtherance of the goals of the Peace Corps in order to enhance the ability of Peace Corps Volunteers to perform functions under the Peace Corps Act, including facilitating a safe environment for Volunteers.

This temporary assignment may require the PSC to provide services and/or support beyond what is listed in their current Statement of Work (SOW). The services and/or support may take many forms, examples of which may include but are not limited to, training, providing administrative,

technical, medical, and/or operational assistance, building on host country programs, etc. This temporary assignment also may require the PSC to provide these services and/or support to individuals/organizations other than those listed in their current SOW such as host country government, partner organization(s), community member(s), staff, and/or contractors.”

7. Logistics & Level of Effort & Duty Station

The duty station is the training site in Kambia. PSC may be required to work in another town during training (typically taking place over 11 weeks in the summer, subject to revisions as needed). PSC may also be required to work intermittently throughout the year during ISTs or other periods as needed by the agency. May also be required to travel up country as needed, including on short notice. Performs duties during a 48 hour work week. Events may require occasional work in the evenings and on weekends and holidays. May carry a duty phone.

8. Application Requirements

The application deadline is on **February 13th 2023 at 5:00 PM.**

In order to be considered for this position, the applicant must;

- Be a Sierra Leone Citizen with residency, and must not have been employed in intelligence-related activities.
- Submit complete application package on/before the application deadline date and time by email to: SL-pcjobs@peacecorps.gov or by hand to **HR Specialist, Peace Corps Sierra Leone, 34 Old Railway Line, Signal Hill, Freetown**
- **Application must include the following;**
 - A letter of interest addressing the required qualifications.
 - A complete CV, to include:
 - All relevant employment, including start and end dates (month and year) for each position listed, and a summary of key tasks and responsibilities for each position.
 - Educational background and a list of current license(s)/Certificates/degrees etc. held (type of license, dates of issue/expiration as applicable), and/or a detailed description of equivalent experience obtained through on-the-job training.
 - Contact information (name, email and/or phone number) of three professional references. At least one reference must be a current or former supervisor. Peace Corps may request additional/other references.
 - Information regarding citizenship and work authorization in Sierra Leone. All candidates selected for interview will be required to produce a Government-issued ID card/National Passport/ voters ID card for review.
 - All education, experience, skills and qualifications will be verified.
- Include a completed checklist (Attachment I) of detailed Job requirements in the application package.

All experience, skills, and qualifications will be verified. Applicants with high potential will be scheduled for an interview at the Peace Corps office in Freetown. Employment is contingent on a favorable security background and medical check.

Please include “**Ref: “Language Cultural Facilitator”**” on the envelope submission and or in the subject line for the online application

ATTACHMENT

Peace Corps Sierra Leone
APPLICATION CHECKLIST



All applicants wishing to apply for any Peace Corps job is required to provide the following information below and submit with your application package.

Name of Applicant: _____

Position you are applying for: _____

Details

1. Have you ever served Peace Corps as a Trainee or Volunteer (Including Response or Virtual)? YES NO

If so, please specify _____

2. Have you ever being employed as a Peace Corps staff member (US Direct Hire (USDH), Personal Service Contractor (PSC), Foreign Service National (FSN))?

If so, please specify _____

3. If your answer to any of the questions above is yes please provide the following information below;

- Position location: _____
- Position type: _____
- Title: _____
- Start date: _____
- End date: _____

Signature of Applicant

Date