



## **POSITION ANNOUNCEMENT**

### **Language Coordinator (LC)**

**OPEN TO:** All interested candidates  
**OPENING DATE:** October 11, 2024  
**CLOSING DATE:** November 3, 2024  
**POSITION STATUS:** Full time (40 hours per week)/local hire  
**LOCATION:** Thies, Senegal  
**COMPENSATION:** Gross salary + benefits: 14,931,677 CFA to 23,890,673 CFA/annum.

The United States Peace Corps in Senegal seeks a qualified individual to fill the position of Language Coordinator (LC). The position is based in Thies and reports directly to the Deputy Director for Programming and Training (DDPT).

The Language Coordinator is responsible for:

- Establishing and overseeing the implementation of language training program for Peace Corps Trainees and Volunteers (PCT/Vs) to prepare them for community integration and assignment responsibilities.
- Coordinating the planning, implementation, and evaluation of the language training model to prepare PCT/Vs for their service in Senegal.
- Supervising the implementation and evaluation of the language and culture curriculum and co-facilitating sessions on intercultural competence for Trainees to help them integrate into the community, facilitate participatory community development and exemplify professional PC service.
- Overseeing the continuum of learning for Trainees and Volunteers during Pre-Service Training (PST), In-Service Training (IST), Mid-Service Training (MST), and Close of Service (COS),
- Coordinating language proficiency interviews (LPI) for all trainees and volunteers and coordinating ongoing language learning support.

The LC manages the Language and Cross-Cultural Facilitators (LCFs).

This position requires strict adherence to ethical standards of confidentiality and professional conduct. In addition, the candidate should be flexible, highly organized, creative, and able to multi-task and work independently.

### **Country Program Information**

Senegal is host to one of the most respected Peace Corps programs in Africa. The program began in 1963 and currently integrates the goals of the governments of the United States and Senegal, with emphasis on activities that meet the needs of the Senegalese people at grassroots level. With three sector-based projects – Agriculture, Environment and Health – the program is designed to enhance national development and ensure sustainability. Prior to the global evacuation in 2020, 300 Volunteers helped build local capacity throughout the country, working in all administrative regions.



Peace Corps staff includes 3 U.S. Direct Hires, 50 full-time local staff, 23 seasonal staff based at the Thies Training Center (TTC), one Regional Office in Tambacounda and three field-based Regional Coordinators in the regional capitals of Thies and Tambacounda.

## **MAJOR DUTIES AND RESPONSABILITIES**

### ***Language Training Design and Implementation***

- In conjunction with the DDPT/TM, the LC designs and implements the language training of trainers (TOT) workshops to prepare training staff for Pre-Service Training (PST).
- Supervises the short-term LCFs and is responsible for all aspects of PST associated with the language and cultural preparation of Trainees including the design, implementation, documentation and evaluation of learning objectives, formal language & intercultural sessions; and PCT experiential activities.
- Leads language and cultural training curriculum development process (including development of learning objectives, session plans, and language syllabus), assuring the integration of language, cultural, technical and other core components of PST.
- In coordination with the DDPT/TM, helps to ensure collaborative work between Programming and Training Specialists (PTS) and LCFs for each project.
- Co-facilitates core sessions related to language, culture and intercultural adaptation in coordination with the DDPT/TM.
- Provides input for the Homestay Coordinator to assign houses and families to PCTs.
- In coordination with LCFs and other training staff, investigates resources and realities in training communities to incorporate into language & culture sessions and support the Community Based Training model and respond to technical needs.
- Provides guidance to LCFs to develop teaching/learning materials for local languages instruction.
- Ensures the inclusion of Senegalese culture and coordinates an introduction to local languages before and during the continuum of learning. Ensures the development and accessibility of resources for PCVs to conduct self-study in local languages including physical resources and in Learning Space.
- In coordination with LCFs, design culturally and language relevant training materials (brochures, pamphlets, cards, etc.) in local languages with input from Program key stakeholders.
- Attends training meetings and conducts individual meetings/consultations with LCFs to discuss Trainees' progress and to coordinate training activities as needed.
- Manages and documents LCFs performance following PC's performance appraisal process.
- Observes LCFs and provides coaching and timely feedback on performance and develops tasks and strategies to maximize individual skills to contribute to the overall team mission.
- Coordinates follow up with PCT/Vs to check on their progress regarding their integration into the community and ensures documentation and communication with other units as needed.
- Coordinates learning assessment of Trainees' performance related to language and intercultural learning. Ensures LCFs provide constructive and timely feedback to Trainees to support their cultural integration, language, and core competency acquisition using the Learning Assessment package.



- Serves as backup LCF as necessary.
- Oversees the development and maintenance of a language resource inventory and recommends additional resources as necessary.
- Supervises and coordinates ongoing language learning processes with Volunteers which includes, Cultural Integration Visits (CIV), Language Seminars, Virtual learning, tutoring and the development of personal study plans with support of the Language and Culture Facilitators.
- Contributes to the annual Training Status Report submission, as requested by the TM in a timely and thorough manner.
- Participates in the development of a training budget to ensure sufficient resources necessary to implement the language and Cross culture training program.
- Facilitates occasional site visits to engage Volunteers, counterparts, and sponsor families in the field to better understand realities of service.

### ***Administrative***

- In conjunction with the DDPT/TM, is responsible for identifying, interviewing, selecting, and training language and cultural training staff as needed.
- Keeps updated contact list of certified Language Proficiency Index (LPI) testers in country and hires certified testers when there are not enough in-house.
- Provides LPI training/refreshers to LCFs to ensure thorough understanding of the level Trainees need to reach by the end of PST.
- Develops all logistics related to the administration of the LPI during the continuum of learning. Coordinates LPI tests for potential Response candidates.
- Keeps updated record of LPI scores in VIDA and in a back-up form.
- Collect and upload Cultural Integration Visits (CIV) forms and reports in VIDA, in a timely manner.
- Attends Training Staff meetings, Programming and Training Meetings, All Staff Meetings, Programming and Training retreats, and reports on training activities as required.
- Keeps the DDPT/TM regularly informed and reports any problems with the completion of the language training related tasks in a timely manner and at the same time proposes solutions to any problem identified.
- Serves as the lead on records management for language and cultural resources and materials and ensures LCFs properly handle all records.
- Serves as a back-up to the ICHC whenever needed.

### ***Supervision***

- Supervises the LCFs.
- Actively participates in the recruitment and hiring for open vacancies
- Prepares onboarding and orientation plan for new direct reports
- Coordinates the annual leave plan for all direct reports and in conjunction with other staff in the unit.
- Reviews for accuracy LCF invoices prior to submission to HR.
- Ensures that LCFs complete mandatory trainings in a timely manner in Learning Space.
- Conducts annual performance reviews of all LCFs and provides constructive feedback and coaching.



- Observes language classes on a regular basis and teaches some classes as may be needed.
- Coordinates and communicates language team annual events.

#### ***Other Duties***

- All materials developed under this contract are the sole property of the United States Peace Corps.
- Ensure complete confidentiality regarding all information related to PC staff, volunteers and operations.
- Provide training to staff and Peace Corps Volunteers as requested.
- Serves as back-up support for and/or carries out the duties and responsibilities of the DDPT/TM when deemed necessary by the Country Director and/or Supervisor for the successful management of Peace Corps operations in Senegal. For example, this could be during periods when those individuals are on leave and/or during lapses of staffing or periods of staffing shortages.
- Performs other duties or assignments, when deemed necessary by Supervisor

#### **MANDATORY CLAUSES**

- A. Occasional Money Handler (OMH):** Occasional Money Handler may be requested to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The PSC may also be requested to courier cash to PC trainees or volunteers. The PSC 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 PSC 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.
- B. Safety & Security:** Works with drivers to ensure that Safety and Security standards are met for appropriate Peace Corps vehicle operation and maintenance. Coordinates with Safety and Security Manager (SSM) to ensure that emergency radios or other communication devices are in good working order. Supports the SSM in planning and conducting fire drills and duck and cover drills. Supports completion of necessary safety and security upgrades to office, USDH staff residences, and other Peace Corps facilities. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and Country Director. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

- C. COVID-19 and Other Flexibilities:** If there is a time at post, due to the COVID-19 pandemic or for any other reason, when there are limited or no Peace Corps Trainees and/or Volunteers (jointly referred to as "Volunteers") at Peace Corps Uganda, the PSC may be temporarily assigned during that period, as determined by the Peace Corps Country Director (CD), 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 in order for the successful return or increase of 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.

### **Logistics, Level of Effort & Duty Station**

The duty station is the Peace Corps Training Center (TTC) located in Thies. May be required to work from the main office in Dakar or travel up country. Eligible for telework up to two days per week when training is not in session. Performs duties during a 40-hour work week. Events may require occasional work in the evenings, on weekends, and holidays.

Typical work schedule is Monday through Thursday from 08h00 to 18:00 and Friday from 08:00 to 12h00, with flexibility to work additional hours on weekends or on an as-needed basis.

### **Candidates must have the following qualifications:**

#### **REQUIRED QUALIFICATIONS**

- A. Education:** Bachelor's Degree in a field of study relevant to development, training and adult education; or five years of relevant work experience in training, adult education, and workshop development.
- B. Work Experience:**
  - At least five years in progressively more complex roles in training and management, preferably with an international, cross-cultural organization or business.
  - At least five years of experience in implementation and facilitation of technical, operational, and/or specialty training events and program.
  - At least five years of experience in cross-cultural training experience with Americans; ability to train trainers; study and/or experience in agriculture, development, community health, teaching or teacher training are added advantages.
  - At least five years of experience developing skills in adult teaching methods, designing lesson plans, lesson delivery, adjustment of lesson plans to suit learners' needs, assessment of learners' and counseling and giving feedback.
- C. Language:**
  - Excellent command of English, both spoken and written,
  - Native ability in spoken and written of at least one local language



#### **D. Skills and Abilities**

- Proficiency in Microsoft Word, Excel, and Outlook is required
- Ability to work independently with little supervision,
- good organization and time management skills,
- willingness to take initiative, teamwork skills, strong service attitude, personal integrity, strong cross-cultural skills, strong interpersonal skills,
- strong interest in Senegal's development and
- ability to travel extensively.

Interested applicants must pass a full background/security check and show proof of residency or ability to work in Senegal.

#### **Interested and qualified applicants for the position must submit the following:**

1. A completed application form (available to download from the Peace Corps website: <http://www.peacecorps.gov/senegal/about/contracts/>)
2. An updated CV **in English**
3. Certified copies of school diplomas.
4. Certified copy of identity card or certificate of nationality.

All applications should be submitted electronically and in English to [SN-HR@peacecorps.gov](mailto:SN-HR@peacecorps.gov) with "FIRST NAME, LAST NAME \_Language Coordinator" in the subject line by close of business Sunday November 3, 2024. **Preference will be given to candidates who are Senegalese citizens or permanent residents of Senegal.**

***Incomplete and/or late applications will not be entertained, nor applications not submitted in English. Only candidates short-listed for an interview will be contacted. NO TELEPHONE CALLS OR EMAILS, PLEASE.***

***Peace Corps does not discriminate based on race, color, religion, sex, national origin, age, disability, or genetic information.***