

VACANCY ANNOUNCEMENT

Language and Cross-Cultural Facilitator

(17 Positions)

3 KiKamba; 1Dholuo; 2 KiMaasai; 6 KiLuhya as follows: 2 KiBukusu, 2 KiMaragoli, 2 KiSamia; 2 KiKalenjin and 3 from Coastal Province.

The Peace Corps Kenya is seeking qualified candidates for the positions of Language and Cross-Cultural Facilitators (LCCFs). As members of the Training Team, the LCCFs will work under the direction of the Training Manager through the Language and Cross-Cultural Coordinator, and in cooperation with, Home Stay Coordinator and Safety and Security Coordinator in the design and delivery of Language and Cross-Culture training to Peace Corps Trainees and Volunteers.

This is a short term position for a total of 20 weeks in a year.

Duties summary:

The LCCF will be expected to perform the following duties:

- Set up Community/School Based Training sites and resources for language and cross-cultural training for Peace Corps Volunteers
- Deliver language and cross-cultural training to Peace Corps trainees with utmost professionalism while interacting with the host community.
- Demonstrate willingness to supplement areas of knowledge and expertise that are weak or lacking (e.g. asking others for help in specific topics and seeking advice on session plans/designs etc).
- Support trainees in their adjustment process by providing feedback on their progress and facilitating development of personal improvement plans.
- Assist in supervision and completion of Technical, Medical, Safety & Security and Administration training tasks given to trainees to perform at the Community/School Based Training (CBT/SBT) site.
- Liaise with Home Stay Coordinator, Language and Cross-Culture Coordinator and other Coordinators to manage issues affecting the host families and trainees within their clusters.
- Assume other duties as assigned by the Training Manager through the Language and Cross-Cultural Coordinator.

Qualifications:

Applicants must have either of the following minimum qualifications: A Diploma/Certificate from a recognized institution or at least 3 years experience in a similar position.

Applicant should have an educational or working background in **any** 3 of the following: Education, HIV/AIDS, Water and Sanitation, Malaria, Nutrition, Information and Communication Technology, Environmental Conservation or Community Health and Development.

Applicants with Language/Cross-cultural training experience working with foreign volunteers, demonstrated computer literacy (especially MS Word, MS Excel, MS PowerPoint) and ability to work with people from diverse cultures and backgrounds have an added advantage.

The position is based in Loitokitok. Some travel to rural Kenyan communities is required. Applicants should include a cover letter, a detailed CV and salary history. Successful applicants **must** be willing and able to live and work in a rural setup where the Peace Corps Trainees will be staying throughout the Pre-Service Training.

Annual Salary: KES 260,000 – KES 300,000 Dependent on experience and salary history.

In order to be hired by Peace Corps Kenya, you **must** have a current Certificate of Good Conduct from the CID and undergo security clearance by the Regional Security Office of the US Embassy.

Applications mailed to the address below will be received until close of business, **March 26th, 2010.**

Electronic applications only

Email to: jobapplications@ke.peacecorps.gov with Subject Line: LCCF Vacancy Announcement.

Only candidates selected for an interview will be contacted.

PEACE CORPS KENYA
Statement of Work for Language and Cross-Cultural Facilitator

The services to be performed will be subject to the ultimate responsibility and authority of the Peace Corps Country Director who is responsible for all Peace Corps activities in Kenya .

Background

The language and Cross-Cultural Facilitator will work under the supervision of the Language and Cross-Culture Coordinator and in collaboration with the Host Family Coordinator and Technical Trainers to ensure that Trainees meet the established language criteria for swearing-in and service.

Summary of Responsibilities

The language and Cross-Cultural Facilitator will be responsible for preparing the successful implementation of the language and cross-cultural training, following the Competency Based approach at the community level. He/She will be the primary contact of Trainees and will represent the Language and Cross-Culture Coordinator and ultimately the Training Manager. The LCCF will act as the cross-cultural guide to Trainees and technical information resource person at Community/School Based Training.

Tasks during PST (Pre-Service Training)

- Participate in the review previous and proposed training designs and make suggestions as to how to adapt language training to current PST circumstances: Community/School Based Training learning site characteristics, Trainees' backgrounds, and overall schedule.
- Act as a resource person in cross-culture in and outside of the sessions.
- Assist with technical and cross-cultural training and other activities outside the scope of the language programs as needed.
- Demonstrate enthusiasm, positive team spirit, supporting all members of the training community in their work and helping to manage conflicts as they arise.
- Show initiative in organizing informal activities (sports, cultural events, discussions, field trips, meals, etc.), which contribute to the overall positive atmosphere of training.
- Review the current Kiswahili manual to conform to Community/School Based Training
- Attend all training activities and planning meetings (Staff training, staff development workshops etc) as directed by the Training Coordinator.
- Participate in all training activities, sharing experiences, contributing comments, and interacting with Trainees/Volunteers in a visible and active manner.
- Appear and act in a professional manner in and outside of class.
- Show a willingness to be creative, trying new approaches regularly.
- Demonstrate flexibility in adapting to the changing Training needs and a willingness to take on new challenges as they arise.
- Act as a counselor and resource to all Trainees/Volunteers; interact with all Trainees/Volunteers in and outside of class while maintaining a professional distance.
- Design and deliver all language training to their small groups of Trainees to meet the needs of Community/School Based Training (CBT/SBT)
- At the end of PST the Language and Cross-Cultural Facilitator will provide written recommendations and suggestions for future training events.
- Demonstrate a willingness to supplement areas of knowledge and expertise that are weak or lacking (for example, asking others for help in specific topics, seeking advice on session plans, etc.).
- Serve as a model in giving and receiving feedback.
- Show a willingness to act as a tutor for any trainee needing help.
- Attend and participate in all core staff meetings as required by the Training Manager.
- When not actively involved in training sessions develop language and cross-culture training materials on on-going basis.
- On a daily basis deal with Trainee Cross-Culture and adjustment issues at home stay and reporting to Training Manager and Language and Cross-Culture Coordinator
- To facilitate a successful CBT, leave in the same community as the Trainee and act as liaison between the community and Peace Corps Kenya through the Training Manager
- Assume other duties as assigned by the Training Manager via the Language and Cross-Culture Coordinator.