



B.P. 1927
Conakry, Guinea
West Africa

United States Peace Corps in Guinea

Personal Services Contractor (PSC) Vacancy Announcement

OPEN TO: All Interested Candidates
POSITION: **Program Assistant**
OPENING DATE: Tuesday, June 21, 2022
CLOSING DATE: Sunday, July 10, 2022
BASIC SALARY RANGE: **GNF 164,995,626 to GNF 247,493,483** per annum
CONTRACT TYPE: Personal Services Contract (PSC)
WORK HOURS: 40 hours/week

The US Peace Corps is seeking an individual for the position of a **PROGRAM ASSISTANT**.

Under the Supervision of the Program Manager – Education (PM/ED), the Program Assistant (PA) Education serves as the principal technical assistant to the Peace Corps Guinea Program Manager for Education. S/He will have a variety of responsibilities, depending on the needs of the program, directly supporting the work of the Program Manager, including volunteer, program, and training support functions. The Education Program Assistant actively participates as a staff team member, contributing to the overall direction of the Peace Corps program in country.

MINIMUM QUALIFICATIONS

- **Education:**
Possession of a university degree in Education or professional school certification in Teaching (ISSEG) or in a related field, examples: Math, Science (Physics and Chemistry).
- **Experience:**
 - 3 year experience in teaching in the Guinean schooling system (secondary or university level).
 - Experience in community development projects and activities.
 - Field experience or supervisory responsibilities.
 - Demonstrated interest in working in community development or education.
 - Experience in developing interpersonal relations and communications in order to deal effectively with the Government of Guinea (GoG) officials and PCVs.
 - Experience with Guinean and American organizations and/or culture.
 - Experience working within the Guinean Ministry of Education or related branches.
- **Language Proficiency:**
 - Fluent in both French and English
 - Oral capacity in two or more of the primary national languages (Susu, Pulaar, Malinke, Kissi).
- **Knowledge:**
 - Understanding of behavioral change theories.



- Experience in developing and maintaining an extensive range of contacts including senior officials to lower management of the host country government, NGOs and local organizations in order to provide a thorough understanding of PC goals and to better support Volunteer programming.
 - Familiarity with the Education priorities of the Guinean Ministries of Education.
 - Understanding of project design and management.
- **Skills and Abilities:**
 - Knowledge of computer applications such as Microsoft Office Suite (Word, Excel, Power Point and Outlook), and the internet.
 - Ability to prepare precise, accurate, thorough and analytical reports on site visits, project implementation, annual report on project activities.
 - Available for extensive travel to remote areas within Guinea, often for periods longer than one week. (As medical care is not readily available, candidate/incumbent should be in good physical condition and be able to pass medical clearance).

The complete Vacancy Announcement, with the Statement of Work and the guidance on how to apply, can be found at <https://www.peacecorps.gov/guinea/contracts-and-vacancies/> or on the US Embassy website <https://gn.usembassy.gov/embassy/jobs-at-the-embassy/>

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