



Vacancy Announcement
Language and Cross-Cultural Facilitator – Pre Service Training
(PST)
(Short-term Contract)

The United States Peace Corps is a non-political, non-religious organization that will bring Americans to Viet Nam to serve as Peace Corps Volunteers. Volunteers will co-teach English language classes with Vietnamese teachers in secondary schools. The Peace Corps is serving in Viet Nam at the invitation of the Government of Viet Nam and working closely with Ministry of Education and Training with a goal to improve the English language skills of teachers and students. Peace Corps Volunteers commit to two years of service, will live with host families, and will support and co-lead additional school related activities in accordance with the school leadership. A new cohort of Volunteers will arrive each year. The Peace Corps was founded by U.S. President John F. Kennedy in 1961 to promote world peace and friendship.

General information about the Peace Corps can be found on www.peacecorps.gov.

Position Title: Language and Cross-Cultural Facilitator PST (Five (5) Openings/Positions)

This is a short term contract and not a permanent position.

Opening Date: June 7, 2022

Submission Date for first review: June 24, 2022 (Open until filled)

Area of Consideration/Who may apply: All applicants must be a naturalized citizen or permanent resident of Vietnam who are legally able to work within the country.

Point of Contact: Peace Corps Human Resources - PCVietNamJobs@peacecorps.gov

Duration of contract: October 9, 2022 - December 31, 2022

Market Value/Salary: 50 USD/day for an estimated 70 Days = 4,625.77 USD Total Estimate (including basic salary, overtime and Misc & UCWA allowances)

Period of Performance/ Length of Contract/ Work Schedule: Short-term contract (Monday through Saturday)

Place of Performance: Pre-Service Training Site

Security Level Required: Independent Name Check and Police Check

Background information of the position

The Language and Cross-Cultural Facilitator (LCF) works closely with a small group of Peace Corps Trainees (4-5) throughout the duration of Pre-Service Training (PST). Under the direction of the Language and Cross-Cultural Coordinator (LCC), s/he conducts language and culture training classes, following a prescribed curriculum, and effectively uses a variety of language training techniques, methodologies, resources, and activities. LCFs will serve as cultural information resource for Trainees and facilitate Trainees' cross-cultural learning, and coordinate the host family stay. LCFs will participate in the evaluation of the language training program and the overall assessment of trainees' performance.

This is a **short-term contracted position and requires working fulltime** at the central PST training site. During the PST, the LCFs will spend each day in a training site with a small group of Trainees, teaching language and culture, and assisting with the facilitation of technical activities. LCFs will be required to follow a six-day work week, with additional preparation time and activities in the evening, and/or on weekends and holidays.

Qualifications

Required:

- Bachelor's degree in any field; strong preference for candidates with degrees in language education/linguistics or with Vietnamese language teaching experience;
- At least one year of relevant work experience teaching the Vietnamese language or some other foreign language to speakers of other languages, preferably English-speakers.
- Fluency in written and spoken Vietnamese, good command of Vietnamese grammar structures;
- Proficiency in oral and written English;
- Strong facilitation and presentation skills; comfortable leading small group Vietnamese language classes as well as big group cross-cultural sessions in English;
- In-depth knowledge of Vietnamese culture (people, environment, history, religion, etc.); basic knowledge of traditional Vietnamese dance and music (and an ability to demonstrate and perform) is a plus;
- Strong computer, communication, and organizational skills;
- Personal skills: flexible, adaptable, reliable, sense of humor, sensitivity to gender and diversity issues.

Preferred:

- Experience teaching Northern Vietnamese dialect; special preference for candidates who are able to speak both Northern and Southern dialects.
- Experience instructing foreigners of Viet Nam in areas such as, Vietnamese culture, traditions, values, customs and practices and how they may differ across populations/geographic areas Viet Nam.
- Ability to work within a cross-cultural team which includes American and Vietnamese staff;
- Prior experience working with Americans and/or experience living abroad;
- Experience living/studying/working outside of Viet Nam;
- Experience coordinating a team of volunteers, especially young professionals.

Duties and Responsibilities / Tasks and Deliverables

Before Pre-Service Training (PST)

- Learns and understands Peace Corps' goals, policies, training philosophy and design, performance objectives and evaluation methods.
- Reads all relevant program documentation, project plan, prior PST reports, training design guidance, Trainee assessment guidance, and Peace Corps policies and procedures regarding Volunteer/Trainee grounds for termination, standards of conduct/behavior, and selection criteria for becoming a Volunteer.
- Participates in all Training of Trainer (TOT) sessions and activities prior to PST. This includes a General TOT Program with all staff as well as the LTOT- the language component preparation program during which the language team will prepare the strategy and scope of the language training program.
- Develops language training design based on prior PC language programs, best practices, and available materials.

- Participates in the preparation of language training sessions, materials, and resources under the guidance of the LCC.
- Assists the LCC and Homestay Coordinator with the preparation of materials, sessions, homestay families' selection and activities for the cross-cultural components and help to identify resources, guest speakers, possible excursion sites, and more.

During Pre-Service Training (PST)

Lesson planning and teaching

- In coordination with the LCC, develops and improves lesson plans to teach Vietnamese communicative tasks which Trainees will practice at their jobs and their daily life at sites. Lesson plans will be developed using the Peace Corps lesson-planning format and should incorporate cultural and technical language objectives.
- Teaches Vietnamese language and culture classes to an assigned group of Trainees using a variety of communicative approaches and interactive learning methods.
- Makes appropriate changes/adaptations to the topics, lesson plans, learning activities and tasks according to Trainees' learning styles and their feedback.
- Identifies Trainees' successes and challenges and offers suggestions for additional assistance to those experiencing difficulty.
- Prepares all necessary materials, visuals, activities and work-sheets in coordination with the LCC.
- Ensures that all Trainees complete all scheduled language learning activities.
- Encourages maximum use of Vietnamese among Trainees and regularly initiates Vietnamese conversations with Trainees.
- Is accessible to Trainees outside of scheduled sessions to provide conversational assistance and/or cultural information/suggestions/insights (Individual tutorials, cross-cultural trips/activities, field visits)
- Reports any Trainee absence, lateness or problems, which may arise in training, to the LCC.
- Submits all developed lesson plans and language training materials to the LCC.
- Listens to trainees' comments and evaluations of language classes and activities; responds to constructive criticism and strive to adapt sessions accordingly.

Cross-cultural facilitation and coaching

- Acts as a resource person for trainees on cultural topics of interest. Strives to present objective, unbiased views of Vietnamese tradition and practices and encourage trainees to seek out answers to their own questions.
- Regularly incorporates culture-specific and cross-cultural discussions into language classes.
- Plans and facilitates cross-cultural sessions/activities with Trainees.
- Is available outside "classroom" hours to assist with cross-cultural learning.
- Work closely with the LCC to implement valuable cross-cultural learning activities at the training site and in training villages and towns.
- Coach Trainees to help them develop their own learning and adjustment strategies.

Evaluation & Training

- Actively participates in language training staff meetings by making recommendations for training improvements, including staff morale.
- Meets weekly with the LCC and other training staff for briefings on upcoming training topics and to develop new lesson plans and create new training materials;
- Participates in all PST staff meetings, providing detailed feedback and comments on trainees' performance and adjustment at site.

- Documents Trainee performance in language training (under the guidance of the LCC) to inform decisions to recommend or not recommend that a Trainee become a Peace Corps Volunteer.
- Submits Trainee evaluations and thorough reports in a timely manner.

Host Family Stay

- Monitors the host family-trainee relations during PST.
- Problem-solves situations with home stay families; if the issue is serious, solicits advice from the LCC.

Integration of Language Training with other Training Components

- Assists programming and training staff in designing and implementing integration aspects between language, technical and safety-security components.
- Identifies Vietnamese vocabulary and conversation practice to include in technical and safety-security sessions.
- Performs other related duties, as necessary, for the smooth implementation of PST.

Trainees Assessment

- Participates in Trainee formal assessment/feedback interviews, provides feedback related to PST learning objectives.
- Counsels Trainees beyond formal classroom hours as needed to address individual language learning needs or suggests such counseling to the LCC.
- Participates in Trainee formal assessment/feedback interviews, provides feedback related to PST learning objectives and learning progress.
- Documents Trainees' behavior. Informs the LCC about Trainees' behavior.
- Assists in planning and administering the Language Proficiency Interview (LPI).

Post Pre-Service Training (PST)

- Documents Trainees in conjunction with other language and cultural staff, evaluates the language lessons and cultural training activities and makes recommendations regarding improvements for future training programs.
- Contributes to the production of a final language report for the PST;
- Submits all lesson plans, language materials and other documentation to the LCC for future use;
- Participates in the compiling and storing of language training materials;
- Provides LCC and the the Training Manager with recommendations for improvements in language training for future PST.

The Language and Cross-Cultural Facilitator PST shall

- Given that as a result of the COVID-19 pandemic there will be a lengthy period where there are likely to be limited or no Peace Corps Trainees and/or Volunteers (jointly referred to as "Volunteers") at Peace Corps/[Vietnam], the PSC may be temporarily assigned during the COVID-19 pandemic, as determined by the Peace Corps Director, 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 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

- Performs other duties as assigned.

Safety and Security

All members of the Peace Corps team must be familiar with the Emergency Action Plan, their responsibilities in the event of an emergency, and with the procedures for reporting and responding to safety and security incidents.

The duties and responsibilities, particularly as they concern Volunteers and Trainees, include, but are not limited to, the following

- Assists the Training Manager in developing, assessing and redesigning competencies and training sessions as required.
- Evaluates and reports Volunteer/Trainee acquisition of safety and security competencies.
- Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and Training Manager.
- Supports the safety and security systems that are in-place for pre-service training, including reinforcing Trainee roles and responsibilities related to personal safety and security.
- Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or article

Evaluation and Selection Criteria:

Applications will be initially screened for eligibility in accordance with the required qualifications mentioned above. Those applicants who meet the required qualifications will be scored based on the preferred qualifications. Highest scoring candidates will be called in for an interviews, and skills test. Performance from all interviews and skills test will be considered as a whole package to ensure the best candidate is selected that meets the needs of the Peace Corps mission. Professional reference checks will be conducted for selected candidates.

How to apply:

Please submit the following in English by email (with your name and the position you are applying for in the subject of the email) as **one PDF** file to PCVietNamJobs@peacecorps.gov:

1. Application Cover Letter
2. Curriculum Vitae (CV)

Closing date: Applications should be received by 6:00 pm Friday, June 24, 2022 for consideration in the first review. Position remains open until filled. Applications for one position maybe considered for any current open position. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.

All applicants must pass a background/security investigation. Any contract offer with the US Peace Corps is contingent upon a candidate's ability to secure the necessary certifications.

All applicants must be a naturalized citizen of the host country or must have the required work permit or documentation that permits the applicant to work legally in the country in order to be eligible for consideration.

The application must contain all the information necessary to demonstrate that the candidate possesses the education, experience, skills and language abilities required for this position.

Benefits and Allowances:

BENEFITS:

- Contribution to mandatory insurances pursuant to GVN's law/ regulations including social insurance, health insurance and unemployment insurance (LSSS)
- Annual and Sick Leave according to local labor law

ALLOWANCES:

- Unique Condition Work allowance (UCWA): 7% of Annual basic salary (pro-rated based on actual time worked)
- Miscellaneous Benefits Allowance (Misc): US\$1,000 per annum (pro-rated based on actual time worked)
- Lodging and Per Diem will be covered by Peace Corps at the Training Site (paid separately –not included in the Total Estimate).

The Peace Corps is both a federal agency and a vehicle through which American citizens offer needed assistance to people around the world and, in doing so, promote greater cross-cultural understanding between Americans and the people of the host countries. The fulfillment of the Peace Corps' mission to foster greater understanding among the world's citizens requires that we adhere to the highest standards with respect to equal employment opportunity for all Volunteers, employees, and applicants. The U.S. Peace Corps Vietnam will provide equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, ethnicity, sex, national origin, age, disability, political affiliation, marital status, pregnancy and maternity or sexual orientation. The Peace Corps will also strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. Discrimination based on factors that have no bearing on a person's ability to serve and perform his or her duties is not permitted and will not be tolerated.