



VACANCY ANNOUNCEMENT

POSITION:	PST Assistant/ Homestay Coordinator
DUTY STATION:	Rabat, Beni Mellal-Khenifra
DATE OF ENTRY ON DUTY :	May 22, 2024
DATE OF COMPLETION:	November 22, 2024
SALARY LEVEL:	350 Dhs per day. Food, lodging, and transportation are provided by Peace Corps.

Deadline For applications: March 29, 2024

Position summary:

Peace Corps Morocco is seeking for **(02) Pre-Service Training Assistants/ Homestay Coordinators** who will be responsible for identifying families that are interested in cultural exchange and are willing to host a Peace Corps trainee for the duration of the Community-Based training (CBT). Based on criteria for homestay selection, the **Pre-Service Training Assistants/ Homestay Coordinators** visits rural Moroccan communities to identify potential host families in their homes to check the houses for suitability of hosting a Peace Corps Trainee (PCT), interview the host family, and finally make a decision for using or not using the family. Once the PCT moves in with the family, the **Pre-Service Training Assistants/ Homestay Coordinators** will work with the Language and Culture Facilitator based in the community, to facilitate communication and problem solve issues that may arise with the family and the PCT. The **Pre-Service Training Assistants/ Homestay Coordinators** maintain good professional relationships with families, authorities and workplace managers and possible stakeholders in all Community Based Training sites.

Duties and Tasks

CBT Development

- Collaborates proactively with local authorities and officials as well as partners and community leaders to identify appropriate Community Based Training site for incoming Trainees.
- Represents Peace Corps in formal and informal discussions at prospective sites, clearly and accurately describes the agency mission, purpose of pre-service training, the homestay program as well as roles and responsibilities of the homestay families so that expectations are realistic.
- Schedules visits to prospective sites in an organized, timely and efficient manner, and meets with authorities & officials, potential workplace/practicum sites supervisors, leaders and colleagues, and potential host families.
- Communicates with stakeholders, authorities & officials, potential workplace/practicum sites supervisors, leaders and colleagues, and potential host families in a decent and diplomatic manner.
- Visits all potential homestay families' homes and ensures that all homestay family members and homes meet all PC/Morocco's minimum criteria for homestay.
- Generates and maintains files for each CBT and each homestay family visited, including back-up homestay families.
- Regularly communicates with the supervisor and PST staff about the progress of the CBT development process.
- Communicates any challenges to the Training Manager and discusses potential solutions that are related to CBT development or the homestay program with the Training Team.



- Using established criteria, prioritizes visited sites and homestay families according to readiness to host a PCT and documents rationale for those selected and those eliminated.
- Collects and documents detailed information about CBT including, potential homestay families, potential workplaces for practicum assignments, and site information to be shared with PST staff including LCFs and PCTs.
- Conducts orientation for the host families and work partners in the CBT assigned to them on the homestay program.
- Matches PCTs with host families in the most appropriate ways.
- Ensures a smooth transition of PCTs to new homestay families and that families are ready to receive their new PCTs.

Homestay Program Support

- Conducts regular formal and informal meetings with PCTs about their homestay to give and receive feedback on their experiences.
- Conducts regular formal and informal meetings with homestay family members about their PCT to give and receive feedback on the wellbeing and progress of the PCT in coordination with the LCF as needed. Ensures that this feedback is conducted in culturally acceptable ways without offending the families.
- Documents this feedback from both PCT and homestay families to be used in the Trainee Assessment Portfolio (TAP).
- Communicates regularly with the Training Manager or core PST staff on the progress of PCTs and their homestays, ensuring the success of the homestay program and the wellbeing of the PCT.
- Ensures smooth transition for PCTs who need to move homestay families.
- Drafts reports, document each homestay family's success in hosting PCTs, and make recommendations for future CBTs and homestay families.
- Prepares and distributes thank you letters and appreciation certificates to all homestay families and CBT officials and community leaders.

Training Support

- Participates in the Training of Trainer (TOT) sessions and activities prior to PST. This includes a general TOT with all staff as well as Language TOT as needed, during which the team will prepare the strategy and the scope of the language and culture training program.
- Participates in PST staff meetings as required, providing detailed feedback and comments on CBT development, Trainees' performance, behavior and adjustment in CBT.
- Works both independently and as part of a team to enhance Peace Corps' training philosophy, policies and procedures.
- Participates in the roundtables and provides information on trainees' progress and integration.
- Responsible for logistics coordination at TOT, orientation, hubs, and throughout PST in coordination with the Training Assistant.
- In collaboration with the Training Assistant, the PSTA/HSC is responsible for the materials and supplies management.
- Helps the Training team ensure that the preparation and planning for training events follow a comprehensive plan/checklist developed in conjunction with the Training Assistant.
- Supervises the set-up of training venue before any training event.
- Helps the TT Prepare PCTs welcome package prior to PST.
- Coordinates the shipment of training materials from the PC office to the training sites.
- Prepares room assignment for PCTs.



- Works with session presenters to ensure all training venues are prepared, equipment is set-up and in working order, and all supplies and materials, including copies, are prepared and ready for distribution.
- Sets up a control system and storage areas for supplies and equipment.
- Sets up mechanisms to monitor progress and give feedback to service providers.
- Provides appropriate signage to inform PCTs and staff of scheduling, logistics, and policies.
- Visits training sites and provides necessary support to PCTs and PC staff.
- When necessary, coordinates with the TT and informs about PCTs who are having difficulty with training.
- Monitors the health and well-being of all Trainees and staff and helps Training Assistant coordinate sick PCTs trips to medical facilities.
- Performs other related duties as necessary.
- Lives at training site for the duration of CBT development and PST. Only emergency leave will be approved by the Training Manager.
- Assures training site is left in its original state prior to training.

Minimum qualifications required and proven experience in the following:

Required Qualifications:

Education: BA degree or equivalent.

Fluency in English: (Spoken and written). English proficiency test will be conducted.

Experience: Minimum of 2 years of relevant work experience (preferably in areas of community mobilization and /or development).

Computer skills: Good computer skills (Microsoft office and other digital platforms such as Zoom and Teams).

Intercultural experience: Minimum of 1 year of relevant work experience in a multi-cultural experience.

Moroccan citizenship

Please note that:

* Peace Corps reserves the right to not evaluate the application of or to withhold an offer of a personal services contract to an individual that has a history of poor past performance or conduct as a Peace Corps Trainee, Volunteer, or staff member (USDH, PSC, or FSN).

* Peace Corps reserves the right to withhold an offer of a personal services contract to an individual that is a relative or household member of the direct supervisor.

* Individuals who have current or prior connections with intelligence activities or agencies through employment, related work, or even family relations may be ineligible for a personal services contract.

One or more candidates may be selected from this advertisement, based on need and availability of funding. Only applicants selected for interviews will be notified by telephone and/or email.

For consideration, all applicants must submit a Resume (CV) together with a Cover Letter stating in detail how their education and experience fulfill the requirements of the position. Submitted material must address each listed requirement. Both Cover Letter and Resume (CV) must be type written in English and either emailed or mail delivered to:

(Moroccojobs@peacecorps.gov)

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