Position Title: Project Expert for Intercultural Competence, Diversity, Equity and Inclusion (ICDEI)

Opening Period: April 27 to May 10, 2020 and applications must be received no later than May 10 by 11:59 PM. All applications that are received after 11:59 PM, May 10th, will be marked as “late” and will NOT be considered for review. Any application with missing documentation will be considered incomplete and will be rejected.

Series/Grade: PSC (Personal Service Contractor)

Salary: Starting Salary PEN S/. 303,167.15 (Annual gross salary including July and December bonuses)

Who May Apply: All Interested Candidates with Peruvian residency / work permit at the time of application

Security Cert. Required: Local Security Certification

Duration of Appointment: On/about October 1, 2021 – September 31, 2022 with a possibility of an extension for one (1) additional year.

Work schedule: Full Time (40 hours per week).

Reports to/ Evaluated by: The position reports to the PC HQ Supervisory ICDEI Specialist.

Coordinates with: Primarily coordinates with Supervisory ICDEI Specialist

Position Brief: The ICDEI Specialist Project Expert will support the Intercultural Competence, Diversity, Equity and Inclusion Division of the Office for Overseas Programming and Training Support (OPATS) in Lima, Peru. The ICDEI Specialist will serve on a team focused on increasing capacity in intercultural competence, diversity, and inclusion for Volunteers and staff.
Equal Employment Opportunity:

Peace Corps will consider all responsive applications received in relation to this announcement regardless of the applicant’s race, color, religion, sex (including gender identity and sexual orientation), marital status, national origin, non-disqualifying disability, age (above age 40), lawful political affiliation, affiliation with an employee organization, or other non-merit factor.

QUALIFICATIONS

Education:

- **Required**: A Bachelor’s Degree in a field related to the position (examples include any of the Social Sciences including Psychology, Sociology, Geography, Anthropology, Social Work, Community/International Development, or Sustainable Development) **or** a Bachelor’s degree in any field combined with appropriate relevant ICDEI experience in a professional setting.

Experience Required:

Minimum of five (5) years of professional experience within the last seven years which include:

- Speaks, reads, and writes the local language fluently.
- Speaks, reads, and writes English conversationally.
- Five years of experience working with an international team or organization.
- Extensive knowledge in the fields of Intercultural Competence and Diversity, Equity, and Inclusion. Understanding of foundational theories and frameworks, and able to apply them in a variety of complex and ambiguous environments.
- Skill in developing and delivering ICDEI related material in order to build organizational capacity to navigate intercultural situations.
- Skill in employing adult learning principles and experience in curriculum design aimed at transformational learning and organizational development. Able to curate and create relevant resources for a variety of audiences on complex ICDEI topics.
- Skill in facilitating adult learning regarding difficult, sensitive, and/or controversial topics
- Computer proficiency in Microsoft Office.
- A citizen of host country or has current, valid authorization to work in host country.

Language Proficiency:

- **Required**: Level B2 English / Level B2 Spanish referring to the Common European Framework of Reference for Languages (CEFR).

Knowledge:

Extensive knowledge in the fields of Intercultural Competence and Diversity, Equity, and Inclusion. Understanding of foundational theories and frameworks, and able to apply them in a variety of complex and ambiguous environments.
Skills and Abilities:

- Skill in developing and delivering ICDEI related material in order to build organizational capacity to navigate intercultural situations. Able to assess situations, seek information from a variety of stakeholders, navigate difficult conversations, and make strategic decisions. Able to establish healthy learning environments for a diversity of learners in terms worldviews, experiences, and identities. Able to assess and develop ICDEI-related curriculum for a variety of learners, and produce professional resources such as session plans, guidance, and case studies.

- Skill in employing adult learning principles and experience in curriculum design aimed at transformational learning and organizational development. Able to curate and create relevant resources for a variety of audiences on complex ICDEI topics.

- The incumbent demonstrates self-awareness of one’s own social identities and perspectives by proactively anticipating how one’s identities interact in a given situation and consistently navigating emotions. The incumbent models continuous learning about inequities and critically self-reflects on the impact of inequities at multiple levels (i.e., internally, interpersonally, organizationally, and systemically). The incumbent continually seeks to understand and value/appreciate various perspectives in order make thoughtful, informed, and strategic decisions, critically self-reflects on how the dynamics of power and belonging impact one’s relationships, and builds mutually beneficial, trusting, and supportive relationships with those in and out of their social identity groups. The incumbent models and fosters opportunities for others to engage in and learn from relationships across difference, and proactively and mindfully anticipates how one might consider, discuss, and collectively engage with others in facilitating transformation toward equity and inclusion at multiple levels (i.e., internally, interpersonally, organizationally, and systemically).

- The incumbent must analyze situations that include ambiguous and nuanced issues involving differences and similarities in regard to perception, identity, and worldview. In order to navigate effectively and appropriately across and within complex environments, the incumbent proactively anticipates how one’s cultural programming impacts any given situation or context, critically self-reflects and assesses one’s interactions and value judgments, models self-awareness in a broad range of complex situations, responds constructively in situations in which one’s values are in conflict with the values of other(s), and seeks to build understanding and connection in circumstances when one’s values are in conflict with the values of other(s). The incumbent proactively anticipates differences in perspective, intentionally fosters an empathetic environment of inclusion enhanced by equitable engagement of multiple perspectives, consistently demonstrates flexibility, and intentionally engages perspectives outside of one's comfort zone. The incumbent proactively weighs various potential actions and their potential impact (to self, other, group, organization, etc.), and continually refines effective and appropriate action to build connection across differences and similarities with and between others in a broad range of complex and ambiguous situations.
HOW TO APPLY

Applicants must send the following documents: If any document is missing, the application will be rejected.

1. CV and cover letter (in English) highlighting the experience relevant to the aforementioned requirements.

Email: recursoshumanos@peacecorps.gov stating “ICDEI” in the subject of the email
* Please note that the maximum size for your application e-mail should not exceed 5 MB.

What to Expect Next: Applicants who make the short list will be invited to take a language and/or skill test and will be contacted via email. The Proficiency English Test will take place the week of May 17 and Peace Corps Peru will contact those candidates who pass the English test at the level B2 for an interview.

Thank you for your application and your interest in working at Peace Corps Peru.

MAJOR DUTIES AND RESPONSIBILITIES

1. Background

The ICDE&I Specialist Project Expert will support the Intercultural Competence, Diversity, Equity and Inclusion Division of the Office for Overseas Programming and Training Support (OPATS) in Lima, Peru. The position reports to the Supervisory ICDEI Specialist. The ICDEI Specialist will serve on a team focused on increasing capacity in intercultural competence, diversity, and inclusion for Volunteers and staff. Augmenting the ICDEI team will serve to bolster one of Peace Corps’ primary resources on both intercultural and diversity, equity & inclusion training issues. The project expert may manage a portfolio of countries, as well as portfolios of each dimension of diversity (i.e. race, disability, LGBTQ) and special projects (i.e. ICDEI coaching, regional communities of practice, distance learning initiatives, online content).

2. Scope of Work

This statement of work (SOW) covers the provision of ICDEI support for Peace Corps through materials development in relation to Programming, Training, and Evaluation (PT&E); consultations with field staff and partner offices; and facilitations of learning events related to ICDEI. The provision of these services will allow OPATS to complete PT&E alignment in relation to ICDEI and provide support to Peace Corps posts and offices. Provision of these services will permit OPATS to support strong demand for training and expertise for staff from strategic headquarters offices and all posts in the field.

3. Requirements

The following categories are representations of the duties and percentages for each work type assigned to ICDEI Training Specialists.
Educational Materials Development 50%
• Serves as an expert consultant in both intercultural learning and diversity, equity & inclusion (ICDEI) content areas. Develops original course material, collaborating with instructional designers as needed. Identifies existing materials for use.
• Maintains current knowledge of both intercultural and diversity, equity & inclusion approaches, trends, and research. Collects, assesses, and recommends promising practices with respect to both fields.
• Reviews and disseminates information and education materials across a variety of technological platforms and applications.
• Curates resources such as session plans and guidance that posts can adapt to their specific contexts.
• Participates in the evaluation of Peace Corps training programs by promoting continuous assessment of intercultural and diversity and inclusion training activities in order to determine those training models which are most effective in achieving learning objectives.

Training Facilitation and Consultation 50%
• Serves as an agency-wide technical expert in supporting regional and post-specific efforts to advance intercultural competence development, equity and diversity and inclusion awareness and skill development in both Volunteers and post staff. Works collaboratively with other offices involved in these efforts.
• Recognized as an authoritative consultant in the field of intercultural and diversity training. Supports coordination of agency-wide efforts to assess and evaluate intercultural competence development and organizational advancement in terms of diversity & inclusion. Provides guidance around agency policy, content standards, and product development processes.
• Convenes forums, facilitates communities of practice (COP) which are the sharing of best practices, and works with region and post leadership to advance organizational development efforts in the areas of intercultural competence development, diversity & inclusion, and Volunteer support.
• Designs and facilitates delivery of in-person and distance learning programs, including Training of Trainers (TOT) workshops for overseas staff. Provides ongoing training and technical assistance to field-based staff on intercultural and D&I issues and lessons learned.
• Monitors and modifies highly complex curricula as needed for intercultural and diversity training.

4. Place of Performance
The ICDEI Specialist will be stationed in Lima, Peru at the Peace Corps office. Pending travel restrictions being lifted in relation to COVID-19, the ICDEI Specialist may support technical assistance requests and travel to posts. This would include performing in-person training in posts in each of the three Peace Corps regions.
5. **Period of Performance**

   October 1, 2021 – September 31, 2022 with a possibility of an extension for one (1) additional year.

**Benefits**

The Peace Corps offers a generous benefits package. The starting salary is PEN S/ 303,167.15 (gross annual salary) with the potential for future salary increases up to a maximum cap of PEN S/ 443,294.41. The benefits include 176 hours annual leave per year, Peruvian and American holidays, sick leave days, 80% private health insurance coverage, maternity and paternity leave, life insurance, credit time, staff development opportunities and potential for staff awards and special leave. (This is a Personal-Service Contractor (PSC)/local hire position).

**Professional Development Opportunities**

The Peace Corps offers ample staff development training courses under Peace Corps’ Learning Space for professional growth and learning in areas such as safety and security, communication, and policy and currently provides additional training opportunities via LinkedIn Learning in areas such as but not limited to: management, diversity and inclusion, leadership, project management, and career development.