



Job Description

Position Title:	Cultural Orientation Trainer
Reports To:	Field Office Supervisor
Supervises:	N/A
Division :	CWS Africa
Department:	Programs
Team:	Rwanda
Job Location:	Kabarore, Kirehe or Karongi
Grade Level:	Grade 4, National

Introduction:

Church World Service (CWS) is a not-for-profit, faith-based organization transforming communities around the globe through just and sustainable solutions to hunger, poverty, displacement and disaster. CWS does not discriminate on the basis of race, color, religion, sex, national origin, gender identity, genetic information, age, disability or veteran status in employment or in the provision of services.

Primary Purpose:

This position is primarily responsible to provide cultural orientation training to refugees approved for resettlement to the United States in accordance with US Refugee Admission Program (USRAP) guidelines and RSC Africa CO standard operating procedures. Trainings mostly take place in refugee settlements in Rwanda and sometimes in other urban and camp locations throughout Sub-Saharan Africa.

Key Relationships:

Internal to CWS

- Program Manager Field
- Cultural Orientation Supervisor
- Field Office Supervisor
- Cultural Orientation Senior Trainer
- Other program departments and units

External

- UNHCR
- IOM
- PRM
- USCIS

Working Environment:

- Office environment.
- Periodic travel to the field as may be required.

Core Job Responsibilities:

Program Administration (40%)

- Participates in review of the CO pipeline by reviewing reports to determine CO ready cases in various locations and propose circuit ride activity to CO Supervisors.
- Prepares for cultural orientation circuit rides by reviewing information about participants to be trained, developing lesson plans specific to those participants. In collaboration with CO Program Assistants and other circuit ride team members, coordinate the gathering and packing necessary training materials, hiring interpreters and child minders, and printing class lists and name tags.
- Conducts cultural orientation training in urban and camp locations in Rwanda and throughout Africa both in person and remotely.

- Assists in writing trip reports upon return from CO circuit rides in collaboration with other circuit ride team members for submission to CO supervisors and Managers.
- Assists with the logistical planning in collaboration with Logistics Unit and CO supervisors.

Compliance (35%)

- Maintains a current knowledge of the US and US Refugee Admissions Program, adhering to all PRM, RPC, CWS and RSC Africa policies, guidelines and procedures.
- Updates START in a timely manner to reflect participation in CO. Actively participates in circuit ride briefings and debriefings.

Leadership and Management (15%)

- Train new staff as required and contributes to the development of Cultural Orientation Unit training procedures and their implementation.
- Works on projects related to CO curriculum development, training materials development and other aspects of the CO division as assigned by Curriculum Development Supervisor.

Representation (5%)

- Represents CWS/RSC Africa to partners in the field, ensures that standard operating procedures are being followed, and consults with CWS RSC Africa Leadership on matters of concern.

Additional Responsibilities (5%)

- Other duties as assigned by CWS/RSC Africa Management.

Qualifications:

Experience:

- A minimum of Four (4) years paid work experience required.
- A minimum of Six (6) months experience in education or training required.
- A Minimum of Two (2) years' work experience in any or a combination of the following is preferred: training; field work carrying out program activities; liaising with agency partners and/or vendors; logistical experience organizing field missions.
- Relevant experience in the United States strongly preferred.
- Experience working with refugees preferred.

Skills:

- Demonstrated computer skills in database systems, Microsoft Word, Excel, PowerPoint, and the internet.

Education & Certifications:

- Bachelor's Degree in a relevant field required or four years of directly related experience in lieu of a bachelor's degree.

Abilities:

- Manage large and diverse workload under pressure with competing priorities.
- Maintain the integrity of official records.
- Analyze and solve complex problems and make sound decisions.
- Work with minimal supervision.
- Maintain a high-performance standard with attention to detail.
- Work independently and contribute to overall operations of RSC Africa.
- Actively participate in the implementation of the U.S. Refugee Admissions Program (USRAP).

Important Requirements:

- Strong English communication skills, both written and oral.
- Ability to work in a multi-cultural environment required.
- Commitment to diversity, equity, and inclusion and willingness to support [CWS' Platform on Racial Justice](#) as a CWS employee required.

Special Requirements:

- Full COVID Vaccination is required for all successful candidates.
- The candidate should be of good health, willing and able to travel extensively in often difficult conditions, and have a high degree of flexibility. Must have proof of Yellow Fever vaccination before traveling for RSC Africa.
- This position is based in Kabarore, Kirehe or Karongi.
- This position requires use of laptops at all time, competence in Microsoft office packages is required.
- This position may require travel in sub-Saharan Africa on short notice and under sometimes difficult conditions to meet demands of a dynamic operational program.
- **Background check which includes references and an educational and criminal check is required before the start of employment.**
- A valid passport and the ability to maintain a valid passport throughout the entire appointment is required, which includes having enough passport pages for travel.
- **Physical:** This position requires bending, squatting, crawling, climbing, kneeling, sitting, standing, walking, pushing/pulling, handling objects (manual dexterity), reaching above shoulder level, using fine finger movements and lifting/carrying heavy loads.
- **Environmental:** Incumbents in this position will be exposed to excessive noise, marked changes in temperature and/or humidity, dust and infectious diseases, harsh weather climates, long work hours, bumpy roads, extended travel, excessive sun exposure, and non-ventilated spaces.
- Full time.
- All employees should be prepared to work from the CWS office within their location of hire. Remote work arrangements may vary depending on location and the governing rulings regarding the COVID-19 pandemic.
- All employees should be prepared to work from the CWS office within their location of hire. Remote work arrangements may vary depending on location and the governing rulings regarding the COVID-19 pandemic.

Please Note – CWS recruitment is free of charge.

Church World Service (CWS) does not charge fees of any kind during the recruitment process (Submission of application, interviews, assessments, training, etc.). Any solicitation of funds should be reported to Fraud@CWSAfrica.org.

HOW TO APPLY

Send your applications to: <https://local-careers-cwsglobal.icims.com/>

DEADLINE

22 May 2024