

## VACANCY ANNOUNCEMENT Vacancy # 18-003

**OPEN TO:** All Interested Candidates

**POSITION:** Education Program and Training Specialist Personal Services

Contractor

**OPENING DATE:** March 2, 2018 **CLOSING DATE:** March 30, 2018

**WORK HOURS:** Full-time; 40 hours/week

The Peace Corps is a U.S. governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for fifty years in 140 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people. <a href="www.peacecorps.gov">www.peacecorps.gov</a>

The Peace Corps program in Nepal places American Volunteers in two-year assignments in villages and towns across the country.

## **BASIC FUNCTION OF THE POSITION**

Peace Corps is seeking experienced and qualified applicants for the full time contracted position of Education Program and Training Specialist.

Under the direct supervision of the Director of Programming and Training (DPT) and the Deputy Program Director (DPD), the Education Program and Training Specialist (EPTS) is responsible for assisting to provide technical support to Peace Corps/Nepal's Education project and related training activities. The role includes providing technical support to Peace Corps Volunteers (PCVs) in Teaching English as a Foreign Language (TEFL), facilitating technical training, and developing technical resources and networks. The EPTS also supports the project plan preparation and implementation, Volunteer site development, monitoring and evaluation. The EPTS provides technical and cultural guidance to help Volunteers become self-sufficient in their work assignments. She/he serves as the primary contact for technical education matters and Volunteer support, and coordinates her/his work with the DPD. The EPTS represents the Peace Corps to local host-country agencies as delegated by the DPT/DPD.

The EPTS will be required to travel as needed to support training events, conduct site development, provide direct support to PCVs, or to address other PC needs, and may need to travel internationally to participate in trainings for Peace Corps staff. The EPTS will travel and be resident at PC/Nepal trainings to lead and oversee technical training, including at Pre-Service Training (PST) and In-Service Training (IST).

Please see attached Statement of Work for full details.

## MINIMUM QUALIFICATIONS REQUIRED

- University Bachelor's in Education-related field
- TESOL/TEFL Certification
- Minimum of 3 years of English Teaching experience at the upper-primary and secondary levels in Nepal government schools.

- Minimum 3 years of experience in designing and facilitating training/workshops for English Teachers.
- Fluent in both English and Nepali (written and spoken).
- Demonstrated good interpersonal skills and ability to take initiative and work with minimal supervision.
- Must meet US Embassy security clearance requirements.

**DESIRED QUALIFICATIONS:** Work experience with American or international organizations, and preferably organizations that achieve their mission through volunteerism. Experience in designing and facilitating learning sessions that embrace student-centered learning, critical thinking, and the Experiential Learning Cycle. Experience supporting education projects that follow a Logic Model/Theory of Change. Ability to speak other languages spoken in Nepal. Supervisory experience with staff and preferably volunteers strongly desired. A strong knowledge of Peace Corps, its mission, and its approach to development. Highly organized, analytical, and professional, with an ability to successfully network on behalf of the Program.

## **TO APPLY**

The United States Peace Corps is an Equal Opportunity Employer. Interested candidates should submit their CV and a cover letter in English with monthly salary requirements and addressing the qualification requirements by email to: <a href="mailto:nepaljobs@peacecorps.gov">nepaljobs@peacecorps.gov</a> by 5:00 PM on Friday, March 30, 2018.