

Vacancy Announcement

Master Trainer

September 2017

Annual Salary range: Minimum S/.100,304.00 – Maximum S/.204,567.00

Open to: All interested candidates with Peruvian residency/ work permit (This is

mandatory, no exceptions)

Opening Date: September 8, 2017

Closing Date: September 22, 2017

Please, interested candidates for this position must submit a cover letter (required) and resume to Cynthia Guardia (AA/Human Resources/VE) at Vía Lactea 132, Ur. Los Granados, Surco – Lima, or to the email: recursoshumanos@peacecorps.gov.

Reports to/

Evaluated by: Training Manager (TM)

Coordinates with: Primarily coordinates with the TM, Director of Programming and Training (DPT),

Language and Cultural Coordinator (LCC), Host Family Coordinator, Language and Cultural Facilitators, Logistics Coordinator, Program Managers, Volunteer Support Manager (VSM), Monitoring, Reporting, and Evaluation Coordinator (MREC), Program and Training Specialists (PTS), and Technical Training Assistants (TTA). In addition, coordinates various activities with the Country Director (CD), Director of Management and Operations (DMO) and the Management and Operations (M&O) unit, Medical unit (PCMOs), Safety & Security Manager (SSM), short term training staff, home stay families, local

officials and community leaders.

Position Brief: The MT serves as a member of the Programming and Training (P&T) team. The

MT supports the design, implementation, and evaluation of a competency-based training model to prepare approximately 100 Peace Corps Trainees/Volunteers annually for two years of Volunteer service in Peru. The 27-month training continuum includes Pre-Service Training (PST), as well as all In-Service Training (IST) activities for Volunteers. During PST, the MT is responsible for coordinating training design and delivery while the TM is responsible for administrative management. The MT directly supervises the LCC (year-round)

and the PTS for Community Economic Development; Water, Sanitation & Hygiene; Community Health Promotion; and Youth Development (only during pre-service training).

QUALIFICATIONS

Education:

- Required: Bachelors' degree (university level) in education, social sciences, or related field.
- Preferred: Licenciado/Titulado and/or M.A. degree in education, social sciences, or related field.

Work Experience:

Required:

- Minimum of 5 years' professionally responsible experience in training of trainers and/or adult education.
- o Professional experience working in intercultural environment.

Preferred:

- o Experience developing and implementing training assessment methodologies.
- Supervisory and management experience working with a diverse group of people in professional setting.
- Experience working with volunteers, experience working in rural areas, and/or with grassroots level organizations.

Language Proficiency:

Required:

 Level C1 English referring to the Common European Framework of Reference for Languages (CEFR) / Level C2 Spanish referring to the CEFR. This will be tested.

Knowledge: In-depth understanding of:

- National development priorities and Peace Corps Peru project-specific organizations in Peru.
- U.S. and Peruvian cultural diversity.
- Gender Equality, intercultural competence, diversity and inclusion, sustainable development and community engagement.

Skills and Abilities:

Required:

- Strong training and facilitation skills for adult learners, using active learning strategies and participatory methodologies.
- Training evaluation skills.

- Ability to design a training curriculum based on a diverse set of competencies and learning needs.
- o Ability to develop training schedules and manage complex logistics.
- o Strong interpersonal and intercultural communication skills.
- Ability to coach and mentor adults.

Preferred:

- Ability to respond properly to different and sometimes unexpected situations
- Ability to prepare precise and accurate reports/training resources in both Spanish and English.
- Ability to prioritize tasks in a high stress work environment.

MAJOR DUTIES AND RESPONSIBILITIES

TRAINING DESIGN, IMPLEMENTATION AND EVALUATION (70%)

- In conjunction with the TM, leads curriculum development (task analysis, competencies, learning objectives, lesson plans) and session planning processes, assuring the integration of language, cultural, technical and other components in Pre-Service Training and In-Service Trainings for all PC Peru project areas.
- 2. In coordination with TM, drafts, coordinates and supervises the completion of the calendar of training events for Pre-Service Training and Training of Trainers.
- 3. Designs, implements (including direct facilitation) and evaluates Pre-Service Training sessions related to the three Peace Corps Core Competencies: Integrate into the Community, Facilitate Participatory Community Development and Exemplify Professional Peace Corps Service, including sessions for community engagement, intercultural competence, diversity and inclusion, the role of the volunteer in development, gender in development, and Volunteer well-being.
- 4. In coordination with TM, works with PTSs and LCC to ensure the integration of inter-cultural competency, and diversity and inclusion in Technical, Safety and Security, Medical, Language Training, and experiential/community-based activities.
- 5. Supports and coordinates with the VSM, MREC, Administrative, Medical and Safety & Security Units in the planning and implementation of sessions during ToT, PST and IST.
- 6. In coordination with TM and DPT, develops and implements a formal Trainee Assessment and Evaluation process.
 - The training assessment process will track Trainee/Volunteer progress towards core and sector competencies and learning objectives, and the development of standardized training evaluations to analyze learning and training effectiveness.
 - Monitors the implementation of the Trainee Assessment process by the PTSs and TTAs to ensure that it is completed in a timely and appropriate way.

- In conjunction with TM and DPT, reviews Readiness to Serve Essays and provides final TAP feedback to trainees.
- Identifies and documents in a timely manner any issues that affect a Trainee's ability to serve
 effectively and provides coaching and feedback to Trainees as needed to clarify service
 expectations. Keeps Training Manager, Country Director, Director of Programming & Training
 and Program Managers informed of any concerns, as appropriate. Also, informs Peace Corps
 Medical Officers of any medically-related concerns.
- 7. Supervises PTSs on the design and presentation of the final PST report and ensures the strengths and areas of improvement related to training content, methodology, delivery and resources are included. Provides information to TM on the number of training hours and activities to populate the Annual Training Status Report.
- 8. Facilitates occasional site visits to Volunteers on the field to keep current on the realities of Volunteer's work to strengthen Training activities.
- 9. Facilitates sessions during counterpart and host family workshops during PST.
- 10. Reviews learning objectives and agenda for all IST events and provides feedback to PTS to ensure the training content is consistent with the 27-month training continuum.
- 11. Reviews and provides feedback on IST event evaluations to identify opportunities for different levels of assessment.
- 12. Standardizes and coordinates all training report formats to ensure consistent reporting across projects and training events.
- 13. Coordinates core sessions (medical, admin, safety, intercultural and diversity) for Mid-Service Training.
- 14. Facilitates core topic sessions (Intercultural diversity, inclusion, integration and community engagement tools) for PC Response orientation.

STAFF MANAGEMENT (15%)

- 15. Supports the planning and implementation of a training of trainers (ToT) before each Pre-Service Training cycle and co-leads sessions with the Training Manager.
- 16. Plans and guides staff meetings throughout the training cycle with PTS, LCC, TTAs and LCFs to coordinate PST activities.
- 17. In conjunction with TM, monitors the completion of PTS and LCC work tasks in order to ensure timely flow of training deliverables and provides feedback on content keeping in line with programming and training strategies and priorities.
- 18. Serves as mentor, coach and resource for Staff and Trainees in learning methodologies, facilitation skills, experiential learning cycle, competencies and Terminal Learning Objectives.

- 19. Coaches and mentors new trainers. Designs an onboarding program to ensure new trainers understand PC approach to training design and evaluation.
- 20. Provides feedback on facilitation skills and follows up with targeted training for the Programming and Training Specialists (PTS), staff trainers, Volunteer co-facilitators, and trainees.
- 21. Assures the PTSs and LCC are well trained and that they follow adult education best practices and methodology.
- 22. Support other staff training, as required

GENERAL MANAGEMENT AND ADMINISTRATIVE (10%)

- 23. Assists TM in training center operations.
- 24. Acts as TM in his/her absence.
- 25. Coordinates and prepares training materials (manuals, session plans, reports, quizzes, workbooks, etc.)
- 26. Enforces rules and regulations, holds training staff accountable to established PC guidelines and standards.
- 27. Supports the identification, interviewing and selection of language and cultural facilitators and technical training assistants.
- 28. Participates in Senior Staff and P&T meetings and updates staff on training related matters.
- 29. Participates fully in the development of the Integrated Planning and Budget System (IPBS) for the country program.
- 30. Performs other activities as necessary or as directed by the TM, DPT or CD.
- 31. Contributes to the preparation of reports on the country program as required by Peace Corps/Washington or for other publicity and communications purposes.
- 32. Keeps the TM regularly informed and reports any problems with the completion of training related tasks in a timely manner and at the same time proposes solutions to any problem identified.

SAFETY AND SECURITY (5%)

- 33. Assists the Training Manager, Safety and Security Manager in developing, assessing and redesigning competencies and training sessions as required.
- 34. 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.
- 35. 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.

36. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

POSITION ELEMENTS

Supervision Received: TM provides direct supervision and reviews and evaluates work of MT.

Supervision Exercised: Directly supervises the Language and Cultural Coordinator and co-supervises PTS with PM during PST.

Exercise of Judgment: Incumbent utilizes available guidelines for all matters, is expected to use his/her own good judgment in all cases, and is expected to seek guidance on those matters and cases that are unusually complex.

Authority to Make Commitments: None.

Post Entry Training: The incumbent will receive training on the Peace Corps philosophy programming and training system, PC policies and regulations.

Available Guidelines: Integrated Planning and Budget System and Program Status Report guidelines, Training Status Report, Peace Corps Policy Manual, Peace Corps Program and Training manuals and Volunteer resources, Peruvian government's plans, Peace Corps Volunteer Handbook, and other specific policies and directives.

Time required to perform full range of duties after position entry: One year.

GENERAL TERMS AND CONDITIONS

- Availability: The Contractor is subject to worldwide availability and may be requested by the
 Peace Corps to be reassigned or transferred permanently to another Peace Corps
 Post/Headquarters or perform temporary duties (TDY) as required and to travel to other
 assignments within Peace Corps' as assigned. Any such reassignment or transfer shall be subject to
 agreement of the Contractor. The Statement of Work as defined will remain the same; however the
 duties may be subject to change as determined by the Contracting Officer.
- The Personal Services Contractor (PSC) accepts and agrees to comply with all the policies, procedures and guidelines of Peace Corps Peru including but not limited to the Peace Corps Manual and the Peace Corps Peru Staff Handbook.
- To the extent Contractor is allowed to operate a US government owned, leased, or rented vehicle (GOV) to perform their job duties, the Contractor must operate that vehicle safely at all times and only operate it for official business purposes as defined in 31 USC 1334.
- Contractor is encouraged to refrain from texting or from engaging in any behavior that distracts
 attention from driving safely at any time. Except in an emergency situation, Contractor shall not
 text message (i) when driving a GOV; (ii) when driving a privately-owned vehicle (POV) while on
 official government business; or (iii) while using electronic equipment supplied by the government
 while driving any vehicle (even during off-duty hours).