

PEACE CORPS/ZAMBIA PRE SERVICE TRAINING (PST)

COMMUNITY HEALTH IMPROVEMENT PROGRAM (CHIP) TECHHNICAL TRAINER VA- 09/2018

Peace Corps Zambia wishes to invite applications from suitably qualified persons to fill the following position:

Position : PST CHIP Technical Trainer

Location : Chongwe

Daily Rate : On/around ZMW 800/Day

Estimated Days: 100 days per contract period with a maximum of two periods

Contract Periods: On/around September - December 2018; August - November 2019

Work Week : Full-Time; 6 days/week

BASIC FUNCTION

The CHIP Technical Trainer will work in close collaboration with, and under the supervision of, the Pre-Service Training Coordinator, the CHIP Program Manager and the CHIP Technical Coordinator. The Technical Trainer is responsible for assisting with the overall implementation and evaluation of the CHIP project technical component of PST. The Technical Trainer will be expected to provide the Zambian context in all session preparation, and field practical sessions with trainees. The Technical Trainer will be responsible for fulfilling any tasks deemed essential by the Technical Coordinator and/or the Training Coordinator.

MAJOR DUTIES AND RESPONSIBILITIES will include but not limited to the following:

Part I: CHIP PST Preparation and Planning:

- Assist the Technical Coordinator and the CHIP Program Manager with the design
 of an overall technical training using participatory and experiential approaches to
 address the competencies developed by the Technical Coordinator and the Program
 Manager. Technical Trainer will ensure that emphasis is placed on the integration
 of technical activities with language and cross-cultural training throughout PST. In
 addition, the Technical Trainer will be expected to present the realities of life in
 the field and within the Ministry of Health at the District level and community
 level during technical training presentations.
- Actively participate in the Training of Trainers workshop (TOT) prior to PST.

- Participate in the pre-training research plan to include planning and setting up field
 activities for trainees such as; Maternal Child Health & Nutrition, HIV/AIDS and
 support activities with community health groups, RHCs and schools.
- Prepare and discuss sample session plans with the technical coordinator and other technical trainers and all PST component staff.

Part II: CHIP PST Implementation and Facilitation:

 Under the direction of the Training Manager, and Technical Coordinator design and deliver training sessions to address the CHIP Learning Objectives prescribed in the CHIP curriculum and technical manual. Trainer is advised to read and clearly understand the technical training curriculum before entering in to contractual obligations for this assignment.

The Technical Trainer will be responsible for:

- Preparing (typing) and presenting technical sessions related to the health project and for the reproduction of handouts and other related materials.
- Facilitating discussions, and acting as a resource person for all facets of training.
- Co-ordinating the activities of volunteers and Zambian colleagues, and other organizations or individuals as guest trainers to present various components of the technical training.
- Assisting with the coordination of logistical needs with appropriate training staff; monitoring learning activities, and tracking the progress of the trainees in meeting the goals and objectives of the training program.
- Provide trainees, on a regular basis, with constructive feedback regarding their progress in meeting technical learning objectives.
- Adequately record session goals and objectives, trainee progression reports, prepare handouts, and provide recommendations for performance improvement.
- Assist with the identification and purchase of all materials needed for any technical training activities.
- Work with the Coordinator to ensure the integration of the technical training with the other core curriculum components (language and cross-culture).
- Assist with setting up, coordination of activities and practical application opportunities (e.g. field trips, village community visits and assessments).
- Establish and maintain a good professional working relationship with trainees, training staff, and local officials.
- Prepare reports in coordination with other technical trainers and the Technical Coordinator:
 - 1) Provide mid-PST summary reports on conducted activities for monitoring and evaluation purposes, and provide feedback on trainee progress to the Technical Coordinator.
 - a. Complete competency checklists for each trainee.

- b. Document individual trainee progress reports, covering trainee strengths, weaknesses and suggestions for improvement.
- c. Give weekly feedback to trainees based on the above reports during mentor mentee sessions;
- d. Conduct on-going informal assessment of technical sessions and other trainers presentation skills, asking trainees what has worked well and what needs to be changed;
 - e. Evaluate the success of a lesson, including the notes at the end of the lesson plan;
 - f. Complete self-assessment forms and receives feedback on Technical trainer/session presenter's performance at scheduled points during training.
- Training responsibilities include but are not limited to:

General

- Build teamwork and support Peace Corps and PST staff efforts and decisions.
- Attend all training activities as directed by the Training Manager and Technical Coordinator.
- Participate actively in all training activities, sharing experiences, contributing comments, and interacting with trainees in a visible, active manner.
- Assist with Language and Cross Culture training and other activities outside the scope of the Technical Training program as needed.
- Appear and act in a professional manner in and outside of class and follow the "norms" of training established in the staff development workshop.
- Demonstrate flexibility in adapting to the changing needs of training and a willingness to take on new challenges as they arise.
- Observe limits of confidentiality with Volunteers and Staff.

Preparation and Presentation

- Develop session plans using the Peace Corps' session plan format and incorporating technical language objectives.
- Conduct lessons making appropriate changes based on feedback received and learning needs of the trainees.
- Within each lesson, demonstrate a variety of teaching techniques.
- Show a willingness to be creative, trying new approaches regularly.
- Give trainees opportunities to practice new information/skills in class.
- Adapt lessons to meet the learning needs of trainees.
- Demonstrate exemplary organization and preparation for all sessions.

Technical

- Identify technical learning needs of trainees;
- Identify, contact, schedule and brief guest speakers;
- Identify current technical learning materials;
- Liaison with community members in planning and implementing learning sessions for trainees;
- Prepare and submit reports/evaluations of the technical training program as requested by Technical Coordinator;
- Conduct other technical duties as requested by the Technical Coordinator or Training Director

• Participate in the preparation of a "mid-term and/or final exam" of technical information for trainees as self-assessment and check-in.

Cross-Culture

- Attend Cross-Culture sessions
- Act as a cultural resource in and outside of the classroom.

Part III: CHIP PST Closure and Reporting:

- The Technical Trainer is responsible for assisting with the final written PST report for technical training. The report should include strengths, recommendations, and a summary of trainees' progress.
- Throughout PST assist with the maintenance of a record book containing all session plans, contacts, handouts and other relevant PST information. The Technical Coordinator will submit the final record book to the APCD at the end of training.
- Assist the training staff in wrap-up of the PST.
- De-Briefing Sessions
- The Technical Trainer will be responsible for meeting with the Technical Coordinator to ensure that all work required in this Statement of Work has been completed. At that time, the Training Coordinator and the Program Manager will conduct a formal evaluation of the Trainer's performance and make a final recommendation for the Trainer's future employment with Peace Corps.

All materials developed under this contract are the sole property of the United States Peace Corps.

Qualifications Requirements:

In order to be selected for this position, the applicant must be a Zambian Citizen, must not have been employed in intelligence-related activities, and must submit an application that clearly documents how they meet each of the following mandatory requirements:

Education: A minimum of Bachelor's Degree in health related field or social science preferably with emphasis on community development.

Prior work Experience: Minimum of five years of progressively responsible work in HIV/AIDS prevention, Maternal Child Health and Nutrition in Zambia is required. Experience in grass roots approaches to sustainable development including training/programing is required.

Language: Level IV (fluent) in English and local languages (speaking, writing and reading) is required.

Skills and Abilities: Comprehensive knowledge and experience in community health, general national health systems, and government health policies, program priorities and

regulations in the Zambian context is required. Experience with with DMO or RHC including working with SMAGs, and NHCs, Familiarity with upport groups and other community based health organization will be an added advantage. Computer literacy in Microsoft word, Excel and Power point

Job Knowledge: understanding the Zambian health care system from the community to national level is required in addition to Project Planning Design and Management of health projects including facilitation skills using adult learning principles.

Applications and supporting documentation including a typed cover letter, CV that clearly documents how you meet each of the above requirements, and at least three traceable references must be submitted by close of business **July 6, 2018.**

Address applications to:

The Human Resources Specialist, Peace Corps Zambia, Plot 71A Kabulonga Rd. P.O. Box 50707, Lusaka, Zambia

Email: <u>zm01-jobs@zm.peacecorps.gov</u> clearly stating name and position applied for in the subject line

The United States Peace Corps is an Equal Opportunity Employer.