The United States Peace Corps program in the Philippines seeks qualified candidates for the following position for a five (5) month service.

TRAINING SUPPORT STAFF

(Code: TSS)

**TYPE OF CONTRACT: Personal Services Contract**

**April – September 2018**

**BASIC FUNCTION OF POSITION:**

The Training Support Staff (TSS) is a valuable member of the Pre-Service Training (PST) program of the Peace Corps for the training of the new batch of Peace Corps Trainees (PCTs) arriving in the country annually; the training culminates into the swearing-in of the PCTs as full-fledged Peace Corps Volunteers upon completion of the PST.

The TSS assists the other members of the PST Team in all aspects of the training of the PCTs associated with language acquisition, cultural adaptation, technical/community development skills, and health and safety components in one regional site. He/She also oversees all administrative and host family matters, as well as coordinates the activities of the Driver/General Services Assistants. The Training Support staff will be required to follow a six-day workweek, with additional preparation time and activities in the evening, and on weekends and holidays. The TSS reports to the Training Manager.

**QUALIFICATIONS:**

* Graduate of a four-year course, preferably with three years relevant work experience in community development work and/or events organizing;
* Proficient in English and in Tagalog;
* Excellent computer skills;
* Demonstrates cross-cultural communication skills;
* Hardworking, responsible, flexible and a good team player;
* Good working knowledge of administrative procedures, organizational skills and accounting/budgeting skills;
* Prior work experience with Peace Corps trainings, preferred.

**REQUIREMENTS:**

* Ability to perform administrative responsibilities efficiently and in compliance with Peace Corps regulations and policies;
* Ability to work long hours and perform all activities required for the role;
* Willing to travel extensively in Central Luzon;
* Willing to live in a barangay together with Trainees and other training staff for 3-4 months in Central Luzon;
* Willing to undergo the Training of Trainers workshop;
* With a valid NBI clearance.

**COMPENSATION:**

* Competitive daily rate
* Travel allowance to and from Manila *(for staff coming from outside NCR, & outside of nearby provinces such as Laguna, Cavite & Antipolo)*
* Lodging provision in Manila *(for staff coming from outside NCR, & outside of nearby provinces such as Laguna, Cavite & Antipolo)* and at Training sites in Bataan
* Communication allowance

**APPLICATION PROCEDURES – HOW TO APPLY:**

**Via email (preferred):**Send application letter and resume to pstvacancy@ph.peacecorps.gov, in pdf format of not more than 5 MB. **Important: CV should include three (3) character references, one of whom should be a former supervisor at work. Please provide complete name, designation, company, contact number and correct/current email address for all character references.** ID picture is not required in the application. Please do not email documents that are not asked for.

**Personal or courier delivery:**

Submit all required documents to -
US Peace Corps Philippines – Attn: HR Unit
6th Floor PNB Financial Center, Macapagal Avenue, Pasay City

**Application is open until position is filled.**

Note: We will only contact applicants who are being considered. No need to follow-up. Thank you for your understanding.

**EQUAL EMPLOYMENT OPPORTUNITY**The Peace Corps is both a federal agency and a vehicle through which American citizens offer needed assistance to people around the world and, in doing so, promote greater cross-cultural understanding between Americans and the people of the host countries. The fulfillment of the Peace Corps’ mission to foster greater understanding among the world’s citizens requires that we adhere to the highest standards with respect to equal employment opportunity for all Volunteers, employees, and applicants. Discrimination based on factors that have no bearing on a person’s ability to serve and perform his or her duties is not permitted and will not be tolerated.