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 22 – September 27, 2019

BASIC FUNCTION OF POSITION:**

The TSS is a valuable member of the PST Team who is responsible for planning, coordination, implementation, and evaluation of the community entry and integration component of training. 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. S/he also oversees host family matters and concerns in the community and coordinates the activities of the 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 and Training Director.

**DUTIES AND RESPONSIBILITIES:**

1. Assists all members of the PST Team in all aspects of training associated with language, cultural, technical and community entry and integration components at the community/regional level, and coordinates the activities of the GSA.
2. Is responsible for all aspects of Pre-Service Training associated with the community entry and integration preparation of Trainees for their PC job assignments.
3. Works with the TCFs and LCFs to design the community entry and integration curriculum based on the Project Plan of the PCTs.
4. Identifies, checks and documents possible staff housing options in the training communities using the staff housing identification checklist.
5. Assists in identifying, visiting, orienting, final selection and placement of Trainees with local host families for the homestay component of training.
6. Acts as Duty Officer (DO) and first level of contact between Trainees and the technical/cultural facilitator (TCF) and the medical officer (PCMO).
7. Assesses resources for technical/community entry and integration training at the community level, and plans for community involvement in the training process.
8. Conducts complete inventory of all training supplies, materials and equipment prior to the arrival of all PST Staff.
9. Manages distribution and monitoring of all training supplies, materials and equipment in close coordination with the TA and the GSAs during CBT.
10. Leads the complete close out of all training sites, including final inventory of all training supplies, materials and equipment at the end of PST.
11. Identifies training materials (including readings) necessary for all aspects of technical training, and submits requests for necessary purchase of materials to the Training Unit in a timely manner.
12. Conducts initial, mid-PST, and final performance evaluation of the GSA. Provides input to the initial, mid-PST and final performance evaluation of the language coordinator, LCFs and TCFs.
13. Makes periodic visits to the different cluster sites for inspection of staff house conditions, general welfare check, feedback, coaching and counseling.
14. Assures responsiveness to trainee needs with regards to health, safety, host family, training, logistics and other matters.
15. ***Live in a barangay in Luzon for 2-3months together with Trainees and other training staff;***
16. Completes HR required performance evaluation and peer-feedback forms.
17. Performs other tasks as may be determined by the Training Manager.
18. **Safety and Security Responsibilities:** Per MS270, all members of the Peace Corps must be familiar with the Emergency Action Plan, their responsibilities in the event of an emergency, and with procedures for reporting and responding to safety and security incidents.
19. **Act as Logistician:** The Training Support (TS) staff will be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST training site, or other locations as directed by the Contracting Officer. The TS will not be functioning as a procurement official but will only be acting as an intermediary between the Contracting Officer and the vendor. The TS will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer. The TS may also be required to courier cash to PC trainees or volunteers.

**QUALIFICATIONS:**

* Graduate of any four-year course. Preferably with three years relevant work experience in community development work and/or events and logistics management;
* Proficient in English and in Tagalog;
* Excellent computer skills;
* Demonstrates strong cross-cultural communication and inter-personal skills;
* Hardworking, responsible, flexible and a good team player;
* Good working knowledge of administrative procedures, documentation and data management, and accounting/budgeting skills;
* Prior satisfactory to excellent work experience with Peace Corps trainings, preferred.

**REQUIREMENTS:**

* Ability to perform administrative responsibilities efficiently and in compliance with Peace Corps regulations and policies;
* Physically fit to work long hours and perform all activities required for the role;
* Extensive travel around Central Luzon;
* 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 ph-pstvacancy@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

**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.