



# JOB VACANCY ANNOUNCEMENT

February 22, 2019

Position: **Training Manager (TM)**  
Office: **U. S. Peace Corps, GHANA**  
Open to: **All Interested Candidates**  
Work hours: **40+ a week**  
Closing Date: **April 15, 2019**

## **PERSONAL SERVICES CONTRACTOR (PSC)**

The Peace Corps is a United States federal agency that promotes international peace, friendship and sustainable development by providing trained men and women to serve in local communities. In Ghana, these trained men and women (Peace Corps Volunteers) work in the areas of Health, Education, and Agriculture. The agency in Ghana is seeking to hire a highly skilled professional to provide leadership in developing and maintaining a training program that contributes to the Post's goal of nurturing and supporting resilient, culturally sensitive, responsible and able Volunteers. The TM reports to the Director of Programming and Training and is responsible for all training related needs for both Volunteers and staff, as well as logistical preparation for all training-related events. This position requires extensive and frequent travel throughout Ghana.

### **Desired Qualifications and Statement of Work:**

- Please see the attached Desired and Required Qualifications, and the Statement of Work.

***Interested applicants for this position must submit the following or the application will not be considered:***

1) *A detailed résumé or C.V. that includes:*

- *Professional positions held identifying duties, responsibilities, dates of employment and reasons for leaving*
- *Education and training, schools attended, dates of attendance, qualifications obtained*
- *An accounting for periods of unemployment longer than three months*
- *3 Professional references.*

2) *A cover letter that includes current salary*

Write the position title as email subject and send application packet to [GH-jobs@peacecorps.gov](mailto:GH-jobs@peacecorps.gov)

**U. S. Peace Corps – Ghana**  
**Training Manager**  
**Number of Positions: One position**  
**Duty Station: Accra, Ghana**

### **REQUIRED QUALIFICATIONS**

Academic Requirements and Training Experience:

- Bachelor's degree required; Master's preferred
- Flexibility and willingness to travel within Ghana
- Experience as a trainer of adults and background in experiential learning and instruction in large group settings
- Demonstrated ability and skill in mentoring others to assume greater responsibilities
- Oral and written fluency in English
- Experience working with foreigners, especially Americans
- Ability to work within cross-cultural teams, including Trainees, Volunteers and staff
- Knowledge of diverse customs and culture of Ghana
- Ability to interact appropriately with Ghanaians at all levels of society
- Demonstrated ability and skill in counseling with emphasis on group dynamics and interpersonal skills
- Ability to supervise trainers and trainees
- Experience in conducting a Training of the Trainers (TOT) or other Trainers Workshop

### **DESIRED QUALIFICATIONS**

- Demonstrated increasing levels of responsibility in previous employment
- Previous experience as a trainer with Peace Corps training programs or similar international training program
- Experience with Community Based Training (CBT) designs
- Ability to adapt easily to new changes from Headquarters
- 3 years of experience in program administration, evaluation, and supervision
- 3 years of experience in managing and supervising staff
- 3 years of experience managing budgets and accounts
- Experience with current adult learning methodologies
- Demonstrated training skills to design, implement and evaluate assets/community-based development programs
- Demonstrated ability to interact with Ghanaian vendors and navigate cultural nuances to get the best prices for the best services.

Peace Corps – Ghana  
Statement of Work (SOW)

**Position:** Training Manager (TM)  
**Supervisor:** Director of Training and Programming (DPT)  
**Duty Station:** Accra, Ghana

## **POSITION DESCRIPTION**

### **STATEMENT OF WORK: TRAINING MANAGER**

## **POSITION DESCRIPTION**

**Position Purpose:** Provides leadership in developing and maintaining a training program that contributes to the Post's goal of nurturing and supporting resilient, culturally sensitive, responsible and able Volunteers. Often shares duties with and works through others who directly implement training activities (e.g. at Pre-Service Training (PST), works through PST Training Director and Coordinators for technical, language and cultural training and logistics and homestay arrangements; at In-Service Trainings or Mid service training (ISTs/MSTs); works with Program Managers and Program Assistants (PAS). Fundamentally plays a leadership role to assure quality in all training events and program activities.

### **Element 1: 3-Phase Training Program Design, Materials Development, and Home-Stay Preparation**

Collaboratively plans a training program in which technical, language, health, safety, and cross-cultural components are properly sequenced and integrated, ensures that sessions are designed to be delivered in a participatory and experiential manner, confirms that community members and staff are prepared to receive and host PCTs/PCVs.

#### **Duties:**

#### **Curriculum and Materials Development**

1. Produces, in collaboration with other staff, a calendar of training events that encompasses the Volunteer's two years of service.
2. Works with Program Managers, PAs, PCVTs and PCVs to develop workshop curriculum, training manuals and training events to address core competency topics such as food security, appropriate technology, and health.
3. Determines how training sessions and their sequencing might be improved to better prepare and support PCTs and PCVs. This includes holding regular TDE sessions with program staff, reviewing and advising on improvements to learning objectives and their sequencing, and visiting Volunteers and counterparts in the field to evaluate training outcomes at Kirkpatrick level three and four.
4. Ensures training sessions are designed in a sufficiently participatory and experientially-based manner.
5. Ensures that cross-cultural, technical, language and health and safety training are integrated whenever possible.
6. Assists programming staff in the design of practicum learning assignments that immediately follow PST (i.e. Phase 2 implementation)
7. Develops and maintains a library of training materials.

#### **Training Site Preparation**

1. Holds planning meetings with PC staff to determine community and training site selection criteria and then sees to it that an appropriate training site(s) and community(s) are selected and prepared for PST and other training events.
2. Guarantees for center-based sessions at PST, IST, and other training events that there is a sufficient amount of quality training materials and supplies, that equipment is functioning, that the room layout and furniture is appropriate, and that PCT/PCV accommodation meets Peace Corps standards.
3. Ensures that training venues and locations meet the required safety and security standards of PC.

### **Element 2: Training Staff Development**

Prepares trainers, training coordinators and other support staff for their roles and responsibilities; maintains communication with all parties involved in training; consults with senior staff, especially Program Managers, to make sure the training program will/is adequately preparing PCTs/PCVs for their life and work in their communities.

#### **Duties:**

### **Training of Trainers (TOT)**

1. Works with the PST Coordinator to design the General training of trainers.
2. Works with the Language and Culture Coordinator (LCC) to design the language training of trainers.
3. Assures that language trainers have acquired specific techniques (e.g. TPR (total personal response, drill, dialogue, game, fill-in-blank, sentence completion, recitation, translation) and are able to provide both audio learning (i.e. speaking and listening) and visual learning (i.e. reading and writing) opportunities.
4. Conducts sessions to build a well-functioning training team that includes PCVs, Program Managers, PAs, administrative and medical staff, language and cultural facilitators, and other support staff.

### **On-the-Job Coaching**

1. Convenes trainer meetings as necessary during training programs to promote continuous session design and facilitation skill improvement and convenes all-training staff meetings to strengthen program coordination.
2. Provides guidance to Program Managers, PAs and PCVTs in designing, conducting and evaluating workshops for which they are primarily responsible.

### **Element 3: Training Management, Monitoring, Evaluation and Reporting**

Puts in place effective and efficient financial, logistical and general management systems, conducts periodic assessments through interviews and written surveys to assess PCT/PCV progress and satisfaction with training, conducts periodic direct observation and feedback concerning training staff performance, and ensures that the PST Training Director submits timely periodic and final reports that document progress/achievements and areas requiring improvement.

### **Duties:**

#### **Training Management Systems**

1. Devises and/or confirms that contractual, financial, logistical and general management systems are in order and that protocol requirements have been met.
2. Plans, implements and evaluates major training events such as IST, MST and COS with the consultation of the DPT and program managers to meet volunteer needs and program goals.
3. Participates in the selection of new staff, as needed, to implement training and training management systems.
4. Provides crucial on-going communications to keep people informed of what is happening during trainings, to remind people of their roles and responsibilities and follow-up on assigned tasks, and to acknowledge, congratulate, and thank people for their achievements.
5. Request for and archive all session plans for sessions delivered at training events.

#### **Budgeting**

1. Participates in yearly "Integrated Planning and Budget System" for all training events.
2. Advises on and reviews Operating Plan budgets for training events.
3. Works with program managers to develop budgets for special training requests to OPATS, SPA, Feed the Future the region and other funding sources.
4. Works with Director of Management and Operations, Director of Programming and Training and Program Managers on the creation of the annual training budgets for all general training events.
5. Develops and manages specific budgets for training events including PST, MST and COS.

#### **Monitoring, Evaluation and Reporting**

1. Monitors the implementation of training and intervenes when/where needed to correct problems that arise in the sequencing and integration of sessions and to correct facilitation that is not being delivered in a sufficiently participatory and experientially-based manner.
2. Manages the implementation of a PCT/PCV assessment system in order to document competency attainment throughout the PCV's service.
3. Participates in the determination as to whether a PCT should or should not be sworn-in as Volunteer.
4. Conducts an annual review of training operations, makes recommendations to the DPT, and coordinates the execution of training improvement plans.
5. Oversees yearly submission of the PC/G Training Status Report.

#### **Supervision (with appropriate Inherently Government Functions approval)**

1. Supervises Language and Cross Cultural Coordinators and Facilitators
2. Supervises the Pre-service Training Coordinator
3. Supervisors Homestay Coordinator

#### 4. Supervisors other positions as assigned

##### **Supervisory responsibilities warranted:**

The Training Manager will routinely demonstrate effective leadership and s/he is responsible for managing the work of all Language and culture Facilitators (LCFs) Pre-service Training Coordinator and Homestay Coordinator for two cycles of PST per year. S/he must coach them and ensure their capacity is strengthened via training of trainers' activities and through situational leadership strategies. Specific supervisory skills are:

- Coordinate the recruitment and the train-up of language facilitators and logisticians for PST and IST events
- Monitor and evaluate the quality of the program and training events' facilitated by training staff
- Observe each training staff's performance and provide feedback and situational coaching when needed
- Prioritize staff workloads and weekly/monthly work plans, signs timesheets and leave slips
- Monitor and document staff achievements and work progress
- Document any staff conduct issues following established administrative procedures
- Track staff work days and leave and inform Post administrative staff about any absence
- Conduct performance evaluation of training staff
- Ensure various training events are well planned by the logisticians and implemented in a timely manner
- Oversee the maintenance of the training site in collaboration with the GSM and by monitoring the routine maintenance calendar used by the Training Site Logistician
- Oversee housing logisticians' implementation of the homestay program

Perform other duties that may be assigned to him/her by the DPT or his designate.

##### Safety and Security Duties for all Peace Corps positions:

- Addresses safety and security proactively by ensuring appropriate assignments for Volunteers and adhering to Peace Corps site development policies and procedures.
- Identifies and immediately communicates Volunteer safety and security concerns or issues to the Safety and Security Manager (SSM) and the CD.
- Ensures prospective sites meet established programmatic and safety/security criteria (e.g., safe housing, a clearly defined assignment with an organization that shows real interest in working with a Volunteer, etc.).
- Reviews and references site history files when evaluating potential sites. Incorporates appropriate site-specific safety and security-related information into site history files.
- Ensures designated host country counterparts participate in counterpart orientation/training and are prepared to work with and support Volunteers, including their role in Volunteer safety and security.
- Maintains communication with each Volunteer and solicits periodic feedback, including information about Volunteer safety and security.
- Maintains a calendar of Volunteer site visits, and completes appropriate number of site visits to assess Volunteer progress, safety and security, and to provide technical guidance and moral support.
- Monitors Volunteer compliance with Peace Corps policies, especially related to safety and security, and initiates corrective action as necessary.
- Participates in the design and implementation of the Emergency Action Plan (EAP).
- Acts as duty officer, as needed.
- Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

##### Temporary Duties (TDY):

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.

##### Miscellaneous:

To the extent Contractor operates a US government owned, leased, or rented vehicle (GOV) to perform his or her job

duties, Contractor must operate that vehicle safely at all times and only operate it for official business purposes as defined in 31 USC 1334 and Peace Corps MS 522.

Contractor must refrain from texting or from engaging in any behavior that distracts attention from driving safely at any time. Except in an emergency situation, Contractor must 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).

Authorization must be given by the Country Director for any staff to drive a Peace Corps Vehicle.

PSC is expected to adhere to Peace Corps code of conducts as mentioned in the PSC contract with reference to PC Manual Sections and the Ghana Staff Handbook.

#### Occasional Money Handler:

This position may act as an Occasional Money Handler, as assigned, to perform work within the scope of duties. The PSC may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training sites, or other locations as directed by the Contracting Officer. The PSC may also be required to courier cash to PC trainees or volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC 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; of the Peace Corps Act.