



## Vacancy Announcement

---

**Position Title:** Technical Training Coordinator for English Education for Pre-Service Training (PST)

**Location of Job:** In Montenegro, in communities close to the border with Albania, near the city of Shkoder

**Period of Performance:** 16 December 2019 – 07 April 2020

**Vacancy Opening Date:** September 10<sup>th</sup>, 2019 **Vacancy End Date:** September 24<sup>th</sup>, 2019

---

### Position Summary:

The Technical Coordinator for English Education, also known as Teaching English as Foreign Language (TEFL) works closely with the English Education Program Manager (PM) and the Director of Programming and Training (DPT), to design, plan, and deliver technical training sessions for the english education component of the community-based Pre-Service Training (PST) for American Volunteers.

### Major Duties and Responsibilities:

- Assist PM and DPT to define the program's technical competencies and overall training goals and objectives.
- Design session plans in collaboration with the PM, DPT, and Training Manager (TM).
- Utilize Peace Corps Training model to promote self-directed and experiential learning activities for trainees.
- Coordinate with local schools and organizations and assist Trainees with practicum planning and implementation.
- Act as co-facilitator with other training staff for full group sessions.
- Conduct extensive visits to training sites to ensure quality, on-going learning in the technical area.
- Collaborate with other staff to ensure the integration of the technical component with other components.
- Support Trainees and serve as an informal cross-cultural informant and technical language coach.
- Maintains regular communication regarding training with PM and TM.
- Follow all reporting procedures and contribute to regular reports.

### Qualifications/Evaluation criteria

- Experience in observing and coaching teachers
- Experience as a member of a training team, interacting with diverse trainers and trainees
- Ability to think independently with little supervision
- Good organization and time management skills
- Strong service attitude and personal integrity
- Ability to work in a busy and intense team environment

### Requirements

- University degree is a minimum requirement. Preference will be given to candidates with additional relevant degrees and certificates.
- Several years teaching/training experience.
- Oral and written fluency in Montenegrin, English is required. Knowing the Albanian language is an advantage.
- Good computer skills.

**Additional Requirements:**

- Candidate will need to pass a background/security clearance;

**TO APPLY FOR THIS POSITION:**

Applications must be submitted to the Director of Management and Operations by **COB SEPTEMBER 24<sup>th</sup>, 2019** and will include a current resume or CV, a cover letter explaining your qualifications for the position, any certificates or other documents that can demonstrate your skills and abilities; and the names and contact information of three professional references. Application packages should be submitted via email to:

[AL01-Information@peacecorps.gov](mailto:AL01-Information@peacecorps.gov)

Only applications from qualified applicants received by COB **SEPTEMBER 24<sup>th</sup>, 2019** will be considered. Only qualified candidates will be contacted for interviews. Preference may be applied to Personal Service Contractor candidates residing in Montenegro or who are citizens of Montenegro.