



Peace Corps Vacancy Announcement

Position Title: English Education Technical Training Coordinator (Short-Term)
Location of Job: Elbasan and Environs
Vacancy End Date: December 14, 2014

Position Summary:

The English Education Technical Training Coordinator (EE TC) works closely with the sector Program Manager (PM) and the Director of Programming and Training (DPT), to design, plan, and deliver technical training sessions for the EE component of the community-based Pre-Service Training (PST) for American trainees. S/he will be responsible for the delivery and coordination of classroom lectures and sessions and assisting to identify appropriate guest speakers for the EE Project technical training. The EE TC will also assist in identifying materials, handouts, and resource books that the trainees will be able to utilize at their sites.

Major Duties and Responsibilities:

- Assist PM and DPT to define the program's technical competencies and overall training goals and objectives.
- In collaboration with the PM, DPT and TM, create session plans for the sessions to be delivered.
- Utilize Community-Based Training (CBT) model to promote self-directed, experiential learning activities in the training community.
- Contribute to definition of assessment criteria and tools for the technical component.
- Coordinate and assist trainees with practicum development and implementation.
- Act as co-facilitator with other training staff for full group sessions at the hub site or in satellite sites as arranged with the Training Manager.
- Conduct extensive visits to training sites to ensure quality, on-going learning in the technical area.
- Collaborate fully with other PST and PC staff to ensure the integration of the technical component with other components and with the overall goals of the training program.
- Make full use of community resources and ensure that training activities are relevant and practical. Design sessions and activities that allow trainees to collaborate with local EE officials and EE-related NGOs.
- In collaboration with the Training Team, the PM and DPT, identify and recruit resource speakers where needed. Recommend speakers for future use in Peace Corps training events.
- Be an on-going resource for the trainees throughout the PST period, answering questions, providing direction, and linkage to other resources.
- Aid PM and DPT in identifying technical resources within Albania to be part of a technical library at the training site.
- Full Time start date: 1 March 2015, Full Time end date: 3 July 2015 (with a break for 5 weeks; May 12-June 15)

Qualifications/Evaluation criteria

- Experience developing training criteria and objectives
- Experience 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 both Albanian and English.
- Good computer skills.
- Ability to maintain clean background check.
- Valid passport and ability to travel outside Albania.

CONTRACT AMOUNT:

The Peace Corps is an equal opportunity employer and it is the policy of the Peace Corps to provide equal opportunity in employment to all persons, to prohibit discrimination because of race, color, religion, sex, national origin, age, disability, or veteran status. It is the policy of Peace Corps Albania to pay wages similar to those paid by other local employers for similar work. Salaries are paid in Albanian Leke. The exact amount of the contract will depend on the qualifications of the employee. Short Term positions are not eligible for benefits.

TO APPLY FOR THIS POSITION:

Application packages should 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 the Director of Management and Operations: information@al.peacecorps.gov. Hard copy applications received on or before the closing date may be submitted at the following address Monday – Friday between 9:00 and 5:00: Rr Besnik Sykja, Godina 2, Hyrja 1, Tirana. NO PHONE CALLS.

Incomplete applications will not be accepted. Only candidates selected for interviews will be contacted.