



PEACE CORPS BENIN
STATEMENT OF WORK
DATE UPDATED: March 27, 2015

Position: Deputy Director of Programming and Training
Local hire position

Reports to: Director of Programming and Training Officer (DPT)

Position Overview

The Deputy Director of Programming and Training (DDPT), under the direct supervision of the Director of Programming and Training, is responsible for the management of all aspects of Peace Corps Volunteers/Peace Corps Trainees (PCV/PCT) technical trainings, language and cross-cultural trainings, and training status report processes. As DDPT, s/he will serve in a leadership role and will be expected to act in lieu of the DPT as requested by the Country Director or DPT to support quality programming and training (P&T) through staff development and contributing to improvements in P&T.

Qualifications: University degree in Project Management or a related field. Minimum of five years' work experience in education, teaching, NGO, or other related work environment. Supervisory and program management experience desired. Computer skills, fluency in English, French, and prior Peace Corps work experience required. Native fluency in a local Beninese language preferred. Must be available to travel 40%-50% of time.

Supervision and Guidance: The DDPT is under the direct supervision of the DPT to coordinate work in close cooperation with all office senior staff and HQ representatives to comply with Peace Corps Benin objectives and policies. Quality of work is judged by maintaining useful professional contacts, teamwork and collaboration, and satisfaction of host country partners and PCVs. S/he will encourage a positive team management approach among staff, PCVs, and PCTs. S/he will support staff members in developing and refining training programs, tools, techniques and activities.

Programming and Training Management

The primary tasks of the DDPT are to assist the DPT in ensuring that: program plans are developed, monitored, and revised in collaboration with staff, host country partners, and PCVs; s/he represents P&T at trainings and events; quality site development is routinely evaluated; and feedback on PCV reports is given in a timely manner. S/he will seek opportunities to promote improved PCV/counterpart relations through PST and IST sessions and site visits, stay current and involved in program strategies and activities, work with PMs to identify implications of program progress and site development on trainings, and work with staff to identify common PCV issues that could be better addressed in trainings. She/he will manage the design and implementation of PST, IST, and COS events, prepare all training related documentation, ensure the integration of programs with training and that the competencies required for carrying out sound project plans drive objectives for training. The following are additional programming and training tasks of the DDPT:

- Develop trainee materials and assessments by incorporating established standards and tools
- Utilize adult education and participatory training methodologies.
- Review project plans and training scopes of work prepared by PMs.
- Coordinate the development of, write, and analyze training materials and reports
- Report on program and training progress within established time frames.
- Ensures reporting reflects current program and training goals, objectives, and priorities.
- Requests technical support from HQ, and/or other agencies in support of Peace Corps projects

- Serve as lead facilitator or designate lead facilitators for trainings, conferences, and events
- Evaluate training activities for appropriateness to PC Benin programs and global PC P&T systems
- Conduct site visits to evaluate PCV/counterparts/supervisor relationships and program progress

Safety and Security Support

All Peace Corps Benin staffs have duties and responsibilities directly and/or indirectly associated with safety and security. These duties and responsibilities include awareness and understanding of: all directives of Peace Corps regarding safety and security; relevant emergency procedures; and the Peace Corps Benin Emergency Action Plan. S/he must maintain staff and Volunteer emergency contact information at both home and the office. More specifically, the DDPT is responsible for ensuring that:

- Safety and security competencies are incorporated and actively integrated in PST and IST programs and that relevant staff participates.
- PCV/T progress on safety and security competencies are evaluated and documented.
- That safety and security systems for PST are in place, including evaluation of homestay sites and the orientation of host families.
- That PCTs, training staff, program partners, local officials, host families, and community members, understand their roles and responsibilities related to PCV/T safety and security.
- PCVs understand the importance of personal safety risk factors and commit to adopting a safe lifestyle
- All PCV/T incidents are properly reported. Identifies and immediately communicates Volunteer safety and security concerns to the Safety and Security Manager (SSM) and the Country Director (CD).
- Participates in the design and implementation of the Emergency Action Plan (EAP) and supports all safety and security policies and procedures.
- Relevant safety and security sessions are assessed and redesigned with the SSM and CD as required.

Volunteer Support and Supervision

The DDPT must routinely provide Volunteers personal and professional support in the form of counseling on personal, cultural, and professional matters. S/he will conduct periodic site visits to stay informed of work issues, PCV morale, and living conditions, and as needed, solve or mitigate problems and conflicts. S/he will need to identify PCV's having cultural or work related difficulties to find diplomatic solutions sensitive to PCV needs, and/or direct Volunteers to appropriate resources for resolution. S/he will routinely advise the DPT, CD and other staff on ways to improve Volunteer support.

Administration and Human Resource Management

The DDPT will encourage a positive atmosphere of teamwork and collaboration among program and training staff and with partners at all events, trainings and conferences and will be responsible for notifying PCVs, staff, and partners well in advance of training and event dates, on the objectives, logistics, and other information through newsletters, email, and texts. S/he will also be responsible for the: supervision and evaluation of training and program staff; recruiting and hiring PCV trainers in timely manner and transparent process; conducting annual training reviews and their timely submission; evaluation, selection, and recommendations for training and event site locations; ensuring necessary facilities, supplies and resources are available for trainings and event; assisting administrative staff on executing contracts, hiring staff, and purchasing related to trainings and events through drafting of scopes of work and contractor evaluations; monitor training and program budgets. S/he will lead staff development workshops, provide staff with feedback on strengths and weaknesses, manage performance improvement plans, organize teambuilding events, maintain positive professional relations with host country agencies, and preserve confidentiality on personnel and PCV issues and records.

Other Duties: Support the roll out of HQ P&T initiatives; liaise with HQ Country Desk on PCT input issues; working closely with MRE specialist to ensure activities and tools are incorporated into technical trainings; monitor sector-specific funding sources and related activities; serves as a cash courier when needed in accordance with PC polices; and perform other duties as assigned.