



**Employment Opportunity
United States Peace Corps in Myanmar**

The United States Peace Corps program in Myanmar seeks a qualified and motivated candidate to fill the following full-time position:

Programming & Training Specialist

Minimum Starting Salary: \$12,610 year

Anticipated Start Date: January 2017

**starting salary dependent on experience*

Position Summary: The Programming and Training Specialist works with the Program Manager (PM) and training staff to provide technical support to the English Education Program in Myanmar, as well as provide support to American Trainees and Volunteers and their Myanmar community partners. S/he works collaboratively with the PM to ensure that project goals and objectives are fulfilled and that the project meets the needs of the Myanmar Ministry of Education's strategic goals for public education as well as the expressed priorities of the schools and communities being served. During the Pre-Service Training (PST), the Programming and Training Specialist (PTS) will join the training team and act as the technical trainer to support the technical aspect of training. The Programming and Training Specialist will also actively contribute to the overall direction of the Peace Corps program in Myanmar and help to ensure the safety and security of the Trainees and Volunteers.

Reports directly to the Director of Programming and Training.

Major Duties and Responsibilities:

- Assists the PM in Volunteer site identification of schools and participates in the delivery of promotional presentations and teacher interviews during the process
- Assists the PM in fostering positive, collaborative relationships with school administrations, teachers, and other community organizations to ensure that they understand the project purpose and hold realistic expectations of Volunteers
- Coordinates with the Training Manager, PM and the Director of Programming and Training on the design and preparation of the technical training for PST and In-Service Trainings (IST)
- Acts as the TEFL technical trainer during the 3-month PST and ISTs.
- Travels within Myanmar to conduct site visits and classroom observations to Volunteers at their sites
- Helps to prepare materials for promotion of Peace Corps Project in Myanmar
- Works a minimum of a 40 hour work week.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- Bachelor's degree in English Education or another area with TEFL certificate.
- Must have at least two years of experience teaching English in Myanmar
- Fluency in written and spoken Burmese and English; strong written English skills
- Familiarity with the Ministry of Education and the Myanmar education system and English Education
- Excellent interpersonal and communication skills; comfortable and willing to work in a collaborative team environment
- Proven ability to train adults, assess competency of learners and provide constructive feedback

- Must be willing and able to travel up to 50% of the time within Myanmar.
- Strong computer skills in basic applications such as MS Word, Excel Spreadsheet, Outlook.
- Must be willing and able to relocate to the PST training site for three months every year.
- Previous experience living abroad or working with foreigners, particularly Americans preferred
- Must be flexible, motivated and self-directed

Apply by submitting a resume and a one page letter in English which addresses your qualifications for the position. Please address all listed qualifications and include the title of the position you are seeking in your cover letter.

Priority will be given to applications received by **September 9, 2016. Position will be advertised until the **September 30, 2016**.** Applications and questions (including requests for the complete Statement of Work) should be sent to myanmarjobs@peacecorps.gov. **Applicants who do not address the required qualifications will not be considered for an interview.**

Only qualified candidates will be contacted for interviews. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Candidates chosen for interview will also be required to pass language and skills evaluations.

Peace Corps reserves the right to cancel this vacancy hiring process at any time in the event that Peace Corps is unable to find a qualified candidate or if circumstances change at Peace Corps regarding its staffing structure

The United States Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Myanmar. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on www.peacecorps.gov.