



# PEACE CORPS - INDONESIA

## Statement of Work

Position	Technical Training Coordinator
Division/Department	Programming & Training Unit
Location	Based in Surabaya, works throughout Indonesia
Reports to	Director of Programming & Training, Coordinated by the Training Manager

### STATEMENT OF WORK (SOW)

#### GENERAL DESCRIPTION

Under the supervision of the Director of Programming & Training (DPT) and the guidance of the Training Manager (TM), provides overall coordination of Peace Corps Indonesia's technical training events for Trainees and Volunteers, and acts as a trainer of Peace Corps Volunteers (PCVs) serving in Indonesia. Technical training may be related to the Volunteer's jobs as English teachers, community development workers, or other assignments to be determined. The Technical Training Coordinator works with the DPT and TM as part of the Programming & Training Unit (PTU).

#### Training Duties

- Coordinate Peace Corps Indonesia technical training events (including PST and IST) with programming and training staff, and administrative staff as appropriate. This includes: preparing technical training curricula; integrating a technical training schedule into the calendar of training events, identifying training sites and resources; developing training methodologies, materials and tools; facilitating training sessions; and coordinating with TM on training budget as appropriate.
- Designs and delivers technical training sessions at all training events using interactive teaching methods and adult learning principles, either independently or in collaboration with other trainers.
- Identifies and briefs guest speakers and resource volunteers to present at trainings
- Collaborate with other relevant staff to conceptualize and design training approaches, which integrate technical training with language, cross-culture, health and safety. Provide constructive feedback to training staff members, Trainees and Volunteers.
- Assess and revise technical training designs and recommend changes and/or broader revisions to Pre-Service Training, In-Service Training and Close of Service Training as appropriate.
- Reinforce Trainees' understanding about their roles in development and in implementing their respective project plans.
- Maintain accurate records of technical training activities, including the number of hours delivered at each training event and the session plans utilized.
- Establishes relationships with schools at the PST training sites in order to provide practicum experiences to trainees
- Coordinates with PTU to develop needs assessments of Volunteers based on evaluation, observation, and input from counterparts and principals

#### Reporting and Documentation

- Working with the training team, compile technical training information from the PCT/PCV evaluations.
- Collaborate with the training staff to prepare for and deliver training event debrief meetings.
- Prepare the technical component of the Training Status Reports as well as other required monitoring and evaluation reports.
- Prepare PST and IST technical training reports for inclusion in TM training reports.

#### Materials and Resource Development

- Develop and update printed and electronic resources for PCVs as needed
- Evaluate and recommend TEFL resources for procurement and distribution to PCVs.
- Identify and provide training resources that can support technical training areas, and/or enhance Volunteers' work performance at sites.

#### Trainee and Volunteer Support

- Assist Trainees and Volunteers in improving their job performance and their social and cultural adaptation through technical support, cultural insights, and direction to relevant and available resources.
- Support Volunteers with personal and cultural counseling and guidance on various policies and procedures.
- Assess Volunteers' needs regarding technical training by participating in site visits and reviewing self assessments prior to training events.
- Assist in PCV project development and provide ongoing support to Volunteers in the field.

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**Other**

- Assist in initiating and maintaining appropriate contacts with organizations that assist in training events or are likely to collaborate with Peace Corps Volunteers.
- Contribute to post planning exercises, the preparation of the post reports to headquarters and government partners
- Participate as a member in the post's Volunteer Support team.
- These duties may include developing information for country reviews, participating in country problem analysis and strategy formulations, exploring new project opportunities, projecting future Trainee input levels and requirements, and providing advice on other aspects of planning.
- Performs other duties as assigned according to Peace Corps Indonesia's needs.

**SAFETY AND SECURITY SUPPORT**

- Provides safety and security support to PC Volunteers and staff and assists in MS 270 regulations compliance.
- May act as emergency action officer to support PCVs during emergencies on a 24/7 basis on a rotating schedule with other staff.

**LEVEL AND EFFORT**

- Performs duties at assigned Post during a 40 hour work week. May be required to work outside of, or in addition to, normally scheduled hours to support training events, PCVs, and other post requirements.
- May be required to live outside Surabaya for the duration of PST. Will be required to travel as needed to support ISTs and support other PC needs. May participate in in-country or out-of-country trainings provided to PC staff.

**OCCASIONAL MONEY HOLDER**

- 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 site, 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.

**WORK EXPERIENCE REQUIREMENTS AND QUALIFICATIONS**

- Experience:**
  - o At least 2 years of experience training adults in English teaching, community development, or public health.
  - o Experience working cross-culturally.
- Languages:** Oral and written fluency in Bahasa Indonesian and English required. Knowledge of Javanese, Madurese, or other provincial language preferred.
- Knowledge, Skills, and Abilities:**
  - o Attention to detail.
  - o Skilled at training large groups.
  - o Skilled at planning and evaluating training events.
  - o Knowledge of Peace Corps' cooperative development philosophy, goals, and policies.
  - o Ability to use computer and Microsoft suite of applications.
  - o Ability to act with diplomacy and tact with staff, PCVs, trainees, community members and government officials.

**EDUCATION REQUIREMENTS**

- University/college degree required, preferably in English Education.