



# Peace Corps-Philippines

**The United State Peace Corps program in the Philippines seeks qualified candidates for the following position for a four (4) months Personal Services Contract**

## **TRAINING SUPPORT STAFF**

**(Code: TSS)**

**TYPE OF CONTRACT: Personal Services Contract**

**From May 02 – September 28, 2012**

### **BASIC FUNCTION OF POSITION:**

The Training Support Staff assists the other members of the PST Team in all aspects of training associated with language acquisition, cultural adaptation, technical/community development skills, and healthy and safety components in one regional site. He/She also oversees all administrative and host family matters, as well as coordinates the activities of the General Services Assistants. The Training Support staff will be required to follow a six-day workweek, with additional preparation time and activities in the evening, and on weekends and holidays. The TSS reports to the Training Manager.

### **QUALIFICATIONS:**

- Graduate of a four-year course, preferably with three years relevant work experience in community development work and/or events organizing;
- Proficient in English and in Tagalog;
- Excellent computer skills;
- Demonstrates cross cultural communication skills;
- Willing to participate in a Training of Trainers course;
- Hardworking, responsible, flexible and a good team player;
- Good working knowledge of administrative procedures, organizational skills and accounting/budgeting skills
- Holder of an NBI clearance
- Ability to perform administrative responsibilities efficiently and in compliance with Peace Corps regulations and policies
- Physically fit to work long hours;
- Willing to travel extensively in Central Luzon
- Experience with Peace Corps trainings – *a plus*.

**Send your application letter and resume to [pstvacancy@ph.peacecorps.gov](mailto:pstvacancy@ph.peacecorps.gov). The closing date for applications is Wednesday, April 18, 2012 12nn. Only selected candidates will be contacted for an interview.**

