Peace Corps – NEPAL

Limited-term Contract Statement of Work

Position Title: **Pre Service Training Director (PSTD)**

Work Hours: Full time +. This is a limited-term (July to November 2014) contract position, with option to renew for the January to May 2015 time period

Reports to: Training Manager (TM)

Coordinates with: Program Manager (PM), Training Manager (TM), Training Administrative Assistant (TAA), Technical Trainers (TTs), Training Coordinator (TC), Senior LCF (SLCF) and Training Administrative Assistant (TAA).

Position Summary:
Under the direct supervision of the Training Manager (TM), the PSTD is responsible for: the development, preparation, implementation, monitoring and evaluation, and reporting of Pre-Service Training (PST). He/she is responsible and accountable for the overall leadership and management of the programming and administrative part of the Pre-Service Training (PST) Program. He/she is also the person responsible for coordinating with PST component trainers and is the liaison person for the training with Program Manager, PC/N staff, Resource Volunteers, and Host Country Agencies. Divides time among all component trainers for guidance and adequate support. The PSTD requires to live outside of Kathmandu for the duration of PST (up to 14 -15 weeks

Required Qualifications:

- Must be graduate in any discipline
- Must have good command of written and spoken English
- Must demonstrate a thorough and practical understanding of training program and approach
- Must demonstrate a thorough and practical understanding of Peace Corps training program and approach
- Skill as a trainer, facilitator, and mentor in a cross-cultural setting
- Proficiency in use of the internet and with Microsoft programs: Outlook (email), Excel, PowerPoint. Word, etc.
- Strong ability to sequence multiple overlapping tasks and to direct the work activities of a team of 10+ staff jointly supporting the PST.
- Ability to work successfully within a multi-cultural situation.
- Strong communication and interpersonal skills, conflict management skills, diplomacy and tact with staff, Volunteers, Trainees, community members and members of government.
- Ability to work independently and proactively.
- Ability to maintain confidentiality and a strong sense of integrity.

Drafted: April 30, 2014

Peace Corps – NEPAL

Limited-term Contract Statement of Work

Desired Qualification:

A strong knowledge of Peace Corps, its mission, and its approach to development. Highly organized, analytical, logistics oriented, and professional. with an ability to successfully network on behalf of the Program.

At least 3 years training experience in Peace Corps language and/or cross-culture training programs.

Duties and Tasks

A. Developing and Implementing the Training Program

1. Reviews relevant documents such as Project Frame Work, Language Curriculum, Cross Cultural Curriculum, Medical, and Safety and Security Curriculum, etc., and collaborates with applicable staff to ensure that trainings are designed, delivered, and evaluated to ensure achievement of learning objectives.

2. Designs and delivers training sessions as applicable.

3. Keeps Peace Corps staff informed about training events and issues.

4. Assists TM in designing PST staff TOT.

5. Facilitate/Co-facilitate during PST staff general TOT

6. Ensures integration of Language and Culture into other components of PST

7. Monitors PST staff work and time management as well as task accomplishment

8. Ensures that training staff and Peace Corps Trainees (PCTs) understand Peace Corps policies, Terminal Learning objectives, Session learning objectives, training design and budgetary constraints of the PST

9. Serves as a model in giving and receiving feedback

10. Lives at the hub site throughout the PST

B. Directing the Training Program

1. Makes frequent visits to each training cluster sites for general supervision, support, monitoring, counseling, and feedback.

2. Assures that established standards are met for Technical, Cross-Cultural, Language, Medical, and Safety and Security training curriculum and provides regular supervision and feedback to all trainers

3. Organizes meetings with SLCF, TC, TTs and FSAC periodically and ensures that the integrated competencies of the various components are implemented effectively during training.

4. Conducts regular core staff and all staff meetings

5. Clarifies roles and responsibilities of all training staff as needed, and conducts on-going roles clarifications during training.

6. Ensures that the PC/Nepal trainee assessment process is understood by trainees and is effectively implemented by training staff

7. Acquires a sound understanding of Community Based Training (CBT) and ensures that all the activities are planned and implemented appropriately.

8. Intervenes appropriately at PST site in crisis situations involving PCTs and/or staff
9. Ensures that all the component trainers complete their training manuals and their reports submitted to the Training Office.

10. Works closely with trainers and provides support in designing training sessions.

11. Recommends Trainees for Swearing-in as Peace Corps Volunteers, or as necessary, provides documentation to support a recommendation that a Trainee NOT be sworn-in.

C. <u>Monitoring - Evaluating the Training Program and Training Staff</u>

1. Assist TM in implementing Trainee Assessment Portfolio. Conducts on-going assessment and feedback of staff and completes final staff performance evaluations at the end of the training event.
2. Submits concise Mid-PST and comprehensive Final-PST reports stating highlights, challenges faced and how they were handled, and recommendations to the Training Office for future PST.
3. Assumes personal responsibility for performance evaluations of all technical Trainers, the Senior LCF, LC, FSAC and overseas and approves evaluations of Language /cultural facilitators (LCF).

4. Participates and observes training sessions and activities and provides feedback and guidance as appropriate.

5. Ensures the implementation of performance appraisals for all TTs, and the TC, SLCF, LCFs within guidelines set by PC/Nepal.

Safety and Security Responsibilities:

1. Per MS 270, all members of the Peace Corps staff must be familiar with the Emergency Action Plan, their responsibilities in the event of an emergency, and with the procedures for reporting and responding to safety and security incidents.

2. Ensures safety and security competencies are incorporated and actively integrated in PST.

3. Evaluates and documents effectiveness of training, including PCV/T progress on safety and security competencies. Working with CD, DPT, relevant PMs, RMs, and SSC, develops, assesses and redesigns competencies and training sessions as required.

4. Ensures that safety and security systems for pre-service training are in place, including evaluation of home stay sites and the orientation of host families. Provides orientation to trainers and other staff, practicum partners, local officials, and PCTs, regarding their roles and responsibilities related to PCV/T safety and security.

5. Is knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles. Supports the safety and security systems that are in place for pre-service training, including reinforcing to PCTs their roles and responsibilities related to their personal safety and security.

6. Acts as "Duty Officer" (DO) during the PST: A DO is "on call" 24/7 for a one-week period, is restricted from travel during that period, and must be available through the DO cell phone at all times. The DO works closely with the Safety and Security Manager.

7. Informs DPT, SSM, and CD about any safety and security concern at a PCV site

Others:

1. Follows Peace Corps/Nepal
   Guidelines for Professional Trainer Behavior.
   Contractual Agreement for Training Staff
2. Follows as guidelines provided by DPT, TM and PM

Peace Corps – NEPAL

Limited-term Contract Statement of Work

Position Title: **Language and Culture Facilitator (LCF)**

Work Hours: Full time +. This is a limited-term (August to November 2014) contract position, with option to renew for the February to May 2015 time period.

Reports to: Training Coordinator/ Training Manager

Position Summary:
Under the direct supervision of the Training Manager (TM) and under the guidance and coordination of Training Coordinator (TC), the Language and Culture Facilitator (LCF) conducts Nepali language training classes and helps Peace Corps Trainees (PCTs) to learn about Nepali culture and gain the knowledge, skills, and attitudes necessary for living and working successfully in Nepal. LCFs work with small groups of PCTs (3 -5 per group) and live immersed in Nepali communities for more than 11 weeks. LCFs follow a prescribed curriculum and use a variety of language training techniques and methodologies. They serve as a primary cultural bridge between the PCTs and their host families and communities in which they are living, and also provide emotional support to PCTs as they transition to life in Nepal. LCF will be required to follow a six-day work week and work during Dashain, Tihar and other holidays.

REQUIRED QUALIFICATIONS:

1. Must have Bachelors Degree in any discipline.
2. Must be fluent in both written and spoken Nepali, and able to train others in speaking Nepali.
3. Must be able to communicate effectively in written and oral English with PCs and staff.
4. Must have good support and counseling skills.
5. Ability to speak directly and knowledgeably with foreigners about cultural topics
6. Must be willing to live with a Nepali family at the Training site (outside of Kathmandu) for 13 to 15 weeks

DESIRED QUALIFICATIONS:

1. Previous experience in teaching Nepali to foreigners is strongly preferred

MAJOR DUTIES AND RESPONSIBILITITES

LANGUAGE AND CULTURE TRAINING

1. Actively participates in the General Training of Trainers (TOT) and the TOT for Language and Culture Facilitators (LCFs) conducted prior to Peace Corps Trainees' (PCTs) arrival.
2. Builds teamwork among fellow training staff and supports PC/Nepal staff and training team efforts and decisions.
3. Creates or modifies daily language lesson plans using Peace Corps/Nepal (PC/N) Language training curriculum and Lesson plan format.

4. Prepares all necessary materials, visuals, activities, worksheets under the guidance of the Training Coordinator. Collaborates through the TC with the Training Administrative Assistant (TAA) for any necessary reproduction or purchase of training materials.
5. Coordinates with all other component trainers to effectively integrate safety, health, technical and cross-cultural components into language training.
6. Conducts language classes at cluster sites, making appropriate lesson modifications based upon the learning needs of the PCTs and feedback received from them, paying particular attention to meeting the learning needs of adults.
7. Gives Nepali Language and Cross-Culture assignments to PCTs to perform at their PST sites and follows up the assignments.
8. Monitors and evaluates individual PCTs. Provides timely and regular feedback to PCTs regarding their progress in language acquisition and cultural understanding.
9. Documents PCTs performance in the language and cultural components, as well as their personal attributes, and shares with the TC and TM. Reports potential issues to the TC and TM before they become problems.
10. Provides support to PCTs on technical and cross-cultural/community activities and during technical practicum. Participates in field trips and integrates appropriate Technical Nepali Language.
11. Assists PCTs in practicing classroom-based topics outside of the classroom, encourages them to interact with community members, establish contacts with institutions, and obtaining resources at the local level.
12. Assists PCTs in developing skills and ability to achieve success by modeling the use of incorporating available resources to meet training goals.
13. Participates in all plenary training group activities.
14. Submits all lesson plans, language/cultural materials and other documents to the Training Coordinator for future use.
15. Responsible for maintaining inventory their cluster's PST supplies and equipment, and for returning these supplies at the end of PST.
16. Actively participates in an end-of-PST evaluation, making recommendations for improvement for the next PST.
17. Carries out additional duties as assigned by the Training Coordinator or Training Manager.

TRAINEE SUPPORT:

1. Initially serves as the intermediary between host families and PCTs. Prepares host families before PCT arrival.
2. Helps PCTs to develop cross-cultural knowledge and skills by acting as a language and cultural informant both formally (in class) and informally.
3. At a basic level assesses the PCT's health and well-being, and reports any possible health issues to the appropriate staff.
4. Maintains a high level of confidentiality when dealing with PCT health issues and other concerns and shares on a need to know basis only.

5. Regularly conducts monitoring and evaluation visits to PCTs and their host families in order to assess living conditions, food situation, and relationship between the family members and PCTs, and assists them in resolving their own issues related to their home stay experience.
6. Explains and interprets the actions and reactions of both parties (PCT and host family) in day-to-day social interaction.

OCCASIONAL MONEY HANDLER

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.

SAFETY AND SECURITY

1. Is knowledgeable of the Peace Corps Emergency Action Plan (EAP) and in the event of an emergency conducts his/her role in helping to ensure the safety of Peace Corps Trainees and Staff.
2. Assists the Training Manager in developing, assessing and redesigning competencies and training sessions as required.
3. Evaluates and reports Volunteer/Trainee acquisition of safety and security competencies. Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and Training Manager.
4. Supports the safety and security systems that are in-place for pre-service training, including reinforcing Trainee roles and responsibilities related to personal safety and security.
5. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
6. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
7. Integrates into the community at the Training site, with a focus on developing positive relationships with community members during PST.
8. Serves as a warden for the PCTs at his/her cluster site.

OTHERS

1. As required and instructed by the Training Manger
2. Follows Peace Corps Policies and Guidelines for Professional Trainer/staff behavior

Peace Corps – NEPAL

Limited-term Contract Statement of Work

Position Title: **Senior Language and Culture Facilitator (SLCF)**

Work Hours: Full time +. This is a limited-term (August to November) contract position, with option to renew for the February to May 2015 time period

Reports to: Training Coordinator/Training Manager

Position Summary: Under the direct supervision of the Training Manager (TM), the SLCF together with the Training Coordinator (TC), is responsible for planning, coordination, integration, implementation and evaluation of the Language and Cross-Culture training during the Pre-Service Training (PST). Designs and facilitates Cultural sessions, conduct Nepali language classes when required, Provide guidance and support to PCTs and LCFs regularly.
SLCF will live at the Training site 13-15 weeks and required to follow a six-day work week and work during Dashain and Tihar and other holidays.

REQUIRED QUALIFICATIONS:

Required qualification:

- University Bachelor's degree in any discipline
- Good command in written and spoken English.
- At least two training experience as Peace Corps Language and Cultural Facilitator.
- Sound knowledge of Nepali language, culture, tradition/values/customs and practices of Nepal and the ethnic diversity.
- Must have training session facilitation experience.
- Must have Computer skills, proficiency in Microsoft Office (word, outlook, excel PowerPoint etc.
- Must be willing to live outside of Kathmandu for 13 to 15 weeks (during the contract period)

DESIRED QUALIFICATIONS:

- A thorough and practical understanding of Peace Corps training program and approach.
- Ability to type in Nepali language.

MAJOR DUTIES AND RESPONSIBILITITES

1. Assists and works with Training Coordinator in planning and implementing language/cross culture TOT. Facilitates Training of Trainers (TOT) for LCFs prior to PST.
2. Actively participates in the Pre-Service Training (PST) General TOT and TOT for Language and Culture Facilitators (LCFs) conducted prior to Peace Corps Trainees' (PCTs) arrival.

3. Builds teamwork among fellow training staff, PCTs and supports PC/Nepal staff and training team efforts and decisions.

4. Serves as a substitute LCF whenever needed.

5. Provide proactive guidance to LCFs in planning language learning activities, reviews lesson plans on a regular basis and assists in developing language lesson plans incorporating different training methods and activities.

6. Teach /Co-teach language classes at cluster sites, making appropriate lesson modifications based upon the learning needs of the PCTs and feedback received from them, paying particular attention to meeting the learning needs of adults.

7. Collects/compiles all lesson plans, language/cultural materials and other documents and submits to the Training Coordinator for future use.

8. Develops Nepali Language and Cross-Culture assignments for PCTs to perform at their PST cluster sites and follows up the assignments.

9. Helps PCTs to develop cross-cultural knowledge and skills by clarifying their questions/interpretation regarding Nepali culture and practices/behaviors.

10. Facilitates cross-culture training sessions/big group language activities at different cluster sites.

11. Ensures that community activities are planned and implemented at their cluster site.

12. Prepares all necessary materials, handouts, visuals, activities, worksheets that are required for the language and cultural training under the guidance of the Training Coordinator.

13. Visits PCTs' cluster sites, observe language classes and provide onsite support and guidance to PCTs and LCFs.

14. Collaborates through the TC with the Training Administrative Assistant for any necessary reproduction or purchase of training materials.

15. Coordinates with all other component trainers to effectively integrate Language in safety, health, technical and cross –culture components training.

16. Maintains open communication with the PCTs and staff throughout the PST.

17. Participates fully in the assessment of the PCTs' progress in fulfilling the technical training objectives and in evaluating the appropriateness of behaviors and attitudes to become a PCV.

18. Provides timely and regular feedback to PCTs regarding their progress in language acquisition and cultural understanding.

19. Provides support to PCTs on technical and cross-cultural/community activities and during technical practicum. Participates in field trips and integrates appropriate Technical Language.

20. Maintains a high level of confidentiality when dealing with PCT health issues and other concerns and shares on a need to know basis only.

21. Participates in all plenary meeting and training group activities.

22. Participates as a full member of the PST core staff, supports and assists the Training Manager and Training Coordinator as requested.

Occasional Money Handler

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.

SAFETY AND SECURITY

9. Is knowledgeable of the Peace Corps Emergency Action Plan (EAP) and in the event of an emergency conducts his/her role in helping to ensure the safety of Peace Corps PCTs and Staff.
10. Assists the Training Manager in developing, assessing and redesigning competencies and training sessions as required.
11. Evaluates and reports Volunteer/Trainee acquisition of safety and security competencies. Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and Training Manager.
12. Supports the safety and security systems that are in-place for pre-service training, including reinforcing Trainee roles and responsibilities related to personal safety and security. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

13. Collaborates with TAA and TM to periodically evaluate the safety and security situation of the Training Site.
14. Integrates into the community at the Training site, with a focus on developing positive relationships with community members during PST.

OTHERS

3. As required and instructed by the Supervisor/Training Manger
4. Follows Peace Corps Policies and Guidelines for Professional Trainer/staff behavior

Peace Corps – NEPAL

Limited-term Contract Statement of Work

Position Title: **Technical and Culture Facilitator (TCF)**

Work Hours: Full time +. This is a limited-term (August to November) contract position, with option to renew for the February to May 2015 time period

Reports to: Program Manager and Training Manager

Evaluated By: Training Manager and Program Manager

POSITION SUMMARY: Under the direction of Program Manager (PM) and Training Manager (TM) the Technical and Cultural Facilitator (TCF) is responsible for designing, implementation and evaluation of the technical component of the Pre-Service Training (PST). The TCF coordinates scheduling and implementation of core Agriculture and Nutrition health and hygiene and sanitation technical training sessions and activities, monitors effectiveness of training and PCT performance and writes periodic evaluative reports to the Training Manger.
The TCF coordinates with TM, Training Coordinator (TC), Resource persons, Resource Peace Corps Volunteers, Language/Cultural Facilitators (LCFs) Senior LCF, Safety Security Coordinator (SSC) and PST Administrative Assistant (AA). She/he ensures integrating language, cultural/cross-cultural understanding and learning into the technical component**.** TCF will live at the Training site 13-15 weeks and required to follow a six-day work week and work during Dashain and Tihar and other holidays.

REQUIREMENTS / QUALIFICATIONS:

Required qualification:

- Bachelor's or Master's degree in Public Health/Nutrition, Agriculture or International Development.
- At least 2 years work experience with an NGO/INGO in the health, Agriculture or Development sector.
- Must have good command of written and spoken English and must be able to communicate effectively with Peace Corps Trainees (PCTs), other training staff and Peace Corps staff.
- Experience in training session design and facilitation in related field
- Must have excellent computer skills, must be proficient in Microsoft Office (word, outlook, excel, PowerPoint, etc.)
- Must be willing to live and work outside of Kathmandu for 13 to 15 weeks
- Experience in training of trainers and training delivery
- Work experience in cross-culture situation

Preferred:

- Knowledgeable about community/participatory assessment tools, designing, implementing, monitoring and evaluation of community projects
- Experience with previous Peace Corps Nepal training/program.
- Familiarity with adult learning principles and experiential learning cycle.

DUTIES AND RESPONSIBILITIES:

BEFORE PST (Preparation Phase):

1. Reads all relevant documents, project Framework, previous PST reports, Peace Corps policies and procedures regarding Volunteer/PCT grounds for termination, standards of conduct/behavior, and criteria for becoming a Volunteer.
2. Analyzes Volunteer Assignment Descriptions (VADs), Pre-Training Questionnaires (PTQs), resumes and personal data about PCTs, and reviews previous training evaluations to assess potential technical training needs of PCTs.
3. Follows principles of hands-on experiential learning in designing technical training and uses the Peace Corps session design format throughout the PST.
4. Develops working relationships with Peace Corps, PST staff and relevant Host Country Agencies, NGO, INGO and community where training takes place.
5. Visits PST site and coordinates with relevant GON officials, community people, INGOs and NGOs for technical training design and implementation and for the practicum.
6. Develops a budget in conjunction with the Training Manager and/or Admin Assistant that includes field trips, practicum, resource speakers, training materials and other resources needed to implement the technical training program. (Periodically during the PST).
7. Participates in the Training of Trainers, develop session designs and co-facilitates sessions at TOT.
8. Collaborates with the Training Coordinator, resource PCVs, LCFs and other technical trainers to ensure the integration of technical training into each segment of training including the safety/security, Health and wellness, Language, and Cross-Culture.
9. Collects training and other resource materials such as books, training manuals/session designs and audio-visual resources from the Resource Center, Program Office, Training office and from other sources (NGOs, INGOs, projects)to set up a technical library at the PST.

DURING PST:

1. Coordinates all technical training activities including designing and conducting training sessions, arranging resource persons, and planning off-site activities such as field trips, practical training and practicum.
2. Works with Training Coordinator and Language and Cultural Facilitator and ensures the integration of Technical component into Language, Cross-Cultural, Health and Safety Security contents.
3. Designs/updates and delivers technical training sessions following principles of hand-on and experiential learning as required.
4. Monitors PCTs' progress and makes recommendations on PCTs' fulfillment of technical objectives and remedial efforts necessary.
5. Participates fully in the assessment of the PCTs' progress in fulfilling the technical training objectives and in evaluating the appropriateness of behaviors and attitudes to become a PCV.
6. Gives and receives appropriate feedback to PCTs and other trainers throughout the PST.
7. Writes periodic evaluation reports and submits them to TM and PM.
8. Develops assignments for PCTs to perform at their cluster site and follows up the assignments.
9. Co-facilitates integrated field trips that are determined by the training program or suggested by PCTs.
10. Reviews PCT plans for community activities and practicum including goals, objectives, activities and budget and assists PCTs with session/activity planning when needed.
11. Assists in preparation of PCTs for site visit by developing technical tasks to perform at the site
12. Coordinates and handles logistics as needed for all technical training activities involving HCN agency officials, including making contacts and scheduling.
13. Builds teamwork among fellow training staff, PCTs and supports PC/Nepal staff, resource PCVs and training team efforts and decisions.
14. Lives at the PST hub site and conducts training sessions/activities at the hub site and in small groups at the PST cluster sites.
15. Acts as coach, advisor, consultant and mentor for PCTs and community partners.
16. Provides guidance and explanation of any work related cross-cultural issues to PCTs.
17. Participates in meetings as a full member of the PST staff, supports and assists the Training Manager as requested.

OCCASIONAL MONEY HANDLER:

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.

SAFETY AND SECURITY:

1. Is knowledgeable of the Peace Corps Emergency Action Plan (EAP) and in the event of an emergency conducts his/her role in helping to ensure the safety of PCTs and Staff.
2. Assists the Training Manager in developing, assessing and redesigning competencies and training sessions as required.
3. Evaluates and reports Volunteer/Trainee acquisition of safety and security competencies. Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and Training Manager.
4. Supports the safety and security systems that are in-place for pre-service training, including reinforcing Trainee roles and responsibilities related to personal safety and security.
5. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
6. Integrates into the community at the Training site, with a focus on developing positive relationships with community members during PST.

POST PST:

1. Submits to the Training Manager a complete technical training manual, including all technical training session design and handouts used in the PST along with names of all resource persons and recommendations for their future involvement in PST. Follows Peace Corps guidelines for manual format.
2. Submits PCT evaluations and thorough periodic reports in a timely manner. Submits final technical training report, documenting all lessons and activities for use in the future.
3. Returns all indispensable items, technical training materials and resources to the PST admin, Training Manger/IRC Mangers.
4. Recommends the TC and Training Manager for improvements in technical and language training for future PSTs and Language Camps.

OTHERS

1. As required and instructed by the Training Manger and Program Manager
2. Follows Peace Corps Policies and Guidelines for a Professional trainer/staff behavior

Peace Corps – NEPAL

Limited-term Contract Statement of Work

Position Title: **Training Administrative Assistant (TAA)**

Work Hours: Full time +. This is a limited-term (July to November 2014) contract position, with option to renew for the January to May 2015 time period.

Reports to: Training Manager/Financial Specialist

Position Summary:
Under the direct supervision of the Training Manger (TM), the Training Administrative Assistant (TAA) is a member of the core staff responsible for the administration, logistical support, coordination, and financial management of the Pre-service Training (PST) provided to incoming Peace Corps/Nepal (PC/N) PCTs. Responsibilities include: logistics management, budgeting, managing cash flow, negotiating for services, approval of purchases, inventory, and overseeing cash disbursement for the training program (in conjunction with the Peace Corps Admin Unit). The TAA ensures proper payments, advances, replenishments, and reconciliation of fund amounts that sub-cashier received. The TAA is also responsible for overseeing the work of the hub site cleaner and the PST drivers. This is a multi-function position requiring a great degree of energy, flexibility and creativity, and effectiveness in this position is essential to the efficient and effective implementation of the Peace Corps PST for Peace Corps Trainees (PCTs). The TAA coordinates with various PC/N staff but in particular the: Training Manager, Training Coordinator, Technical and Cultural Facilitator (TCF), Senior Language and Cultural Facilitator (SLCF), Program Manager, Program Coordinator, Director of Management and Operations, Administrative Assistant, Financial Specialist and General Services Manager, Cashier, and Director of Programming and Training, TAA will be required to follow a six-day work week and work during Dashain, Tihar and other holidays.

REQUIRED QUALIFICATIONS:

1. Preferred to have a Bachelor's Degree in Business studies.
2. Must demonstrate knowledge / skill in bookkeeping, budget management, word and excel.
3. Background in logistics management and /or event planning.
4. Able to communicate in English with PCTs and staff.
5. Must have at least one year of experience in budgeting, administration and logistical management in any GO, NGO, or INGO.
6. Ability to perform administrative responsibilities efficiently and in compliance with Peace Corps and other relevant regulations required. Exhibits tact and diplomacy with interacting with vendors, contractors and Volunteers.
7. Must be able to live and work outside of Kathmandu for 13 to 15 weeks

DESIRED QUALIFICATIONS:

8. Knowledge of basic accounting/budgeting and database programs.

MAJOR DUTIES AND RESPONSIBILITITES

Preparing for Training and training site management:

1. Collaborates with Training Manager in arranging requirements for all training sites, including housing, transportation, training venue needs, supplies, etc.
2. Assists Training Manager, Safety Security Manager and PC/N medical staff in identifying and selecting PCT and training staff Host Families.
3. Plans with the TM and core staff to determine training-related space requirements – work areas, resource collections, language training rooms and room assignments for PST staff.
4. Maintains a record of participants and visitors at PST site.
5. Maintains a log for gasoline consumption and checks periodically.
6. Participates in Staff Development Trainings and ensures training staff have a clear understanding of his/her roles and responsibilities and Peace Corps/Nepal financial management policies and procedures.
7. Collaborate with the TM, TC and other component coordinators to reproduce, collate, distribute and file training schedules, handouts, plans, reports, correspondence, and memos.
8. Manages the training site mail distribution procedure in coordination with the PC AA and PST Drivers.
9. Coordinates with General Service Manager (GSM), Program Manager (PM), Program Manager (PC), Director of Program and Training (DPT), Resource PCVs, TM and TC, and develops the vehicle schedule for PC staff, Resource person to and from KTM to the PST site.
10. Maintains food record on hub days. (during all group sessions at the hub site).

Purchasing, Allocation, Maintenance, and Inventory of Supplies and Equipment:

1. Purchases supplies and contracts services as requested by TM.
2. Confirms that supplies and equipment received from PC/Nepal office are correct as ordered, and arrives in good working condition. Inventories supplies and equipment and conducts bi-weekly inventory check.
3. Oversees the packing and transport of extra supplies, equipment, and other non-expendable items back to PC/Nepal at the end of the PST.
4. Sets up a control system and storage areas for supplies and equipment. Ensures that all the equipment: Computers, Printers, Photo Copy machines, Cameras, Generators, Refrigerator, Micro Oven etc. received from Peace Corps/Nepal are safely handled and maintained in good condition.
5. Coordinates with the TM on the distribution of training supplies and equipment.
6. Ensures that Peace Corps vehicles are safely kept and maintained in a good condition.
7. Ensures that the General Services Officer (GSO) is notified at least two weeks in advance of any needs for additional vehicles.

Budgeting and Financial Management:

1. Prepares a budget for PST events and activities based on input from TM and core staff.
2. Sets up a system for disbursement of recording of payments. Disburses funds and, maintains an accurate record of day to day expenditures throughout the Training program- including daily a balance. Prepares and submits the statement of account of PST on a monthly basis to the PC/N Financial Specialist, or more frequently if needed.
3. Make payments to PCT/LCFs' host families, classrooms and other vendors.
4. Maintains funds at Training site adequate for program needs at all times.
5. Prepares and submits to PC/Nepal Financial Specialist, weekly reports of all funds spent, with receipts attached in weekly basis.
6. Prepares and submits requests for payments for honorarium of resource persons.
7. Provides written guidelines on the disbursement of funds to Training Manager and Core Staff.
8. Prepares salary sheet/time sheet for the PST staffs and submits to PC Nepal in monthly basis
9. Assists Sub-cashier to provide interim advances for the purchases of supplies to Peace Corps staff when authorized by the contracting officer (DMO or FS). Advances must be cleared within 3 business days. Reports to Peace Kathmandu office weekly on the status of outstanding advances

Implementing other Logistical/Administrative Support:

1. Clarifies administrative policies to staff and PCTs via written handouts to accompany oral briefings.
2. Makes travel arrangements for PCTs and staff, submitting requests for travelers' air ticket and extra vehicles to the PC/Nepal Office in a timely manner.
3. Sets up a schedule for vehicle trips in coordination with TM and core staff member.
4. Collaborates with TM to monitor the safety and security situation in and around PST sites, takes necessary action depending on the situation and reports immediately to TM and Safety Security Manager (SSM).
5. Ensures that mail and other written communications to and from PCTs and training staff are sent received in a timely manner.
6. Responsible for assisting hub site staff in managing meals during the PST period.
7. Arranges accommodation for resource person/PCVs and PC staff if they are staying at the PST site.
8. Sets up a mechanism to monitor performance and give feedback, including regular meetings with the PST Drivers.
9. Conducts mid and final PST evaluation with PST Drivers.

OCCASIONAL MONEY HANDLER

The PSC may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to training sites, or other locations as directed by the Contracting Officer. The PSC may also be required to courier cash to PCTs 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.

SAFETY AND SECURITY

1. Is knowledgeable of the Peace Corps Emergency Action Plan (EAP) and in the event of an emergency conducts his/her role in helping to ensure the safety of Peace Corps PCTs and Staff.
2. Assists in planning for maintaining safety and security, and maintains vigilance in identifying, reporting, and responding to safety and security incidents to the TM and Peace Corps Safety and Security Manager.
3. Collaborates with LCFs, TC and TM to periodically evaluate the safety and security situation of the Training Site.
4. Integrates into the community at the Training site, with a focus on developing positive relationships with community members during PST.

OTHERS

1. As required and instructed by the Supervisor/Training Manager
2. Follows Peace Corps Policies and Guidelines for Professional Trainer/staff behavior

Peace Corps – NEPAL

Limited-term Contract Statement of Work

Position Title: **Pre-Service Training (PST) Driver**

Work Hours: Full time +. This is a limited-term (July to November 2014) contract position, with option to renew for the January to May 2015 time period

.

Reports to: Training Manager and General Service Manager (GSM)

Position Summary:
Under the direct supervision of the Training Manager (TM)/ PST Director, the PST Driver assists the Training Administrative Assistant (TAA) in logistical support, property management and inventory, emergency preparation and response, vehicle management and maintenance, and provision of driving services and support to Peace Corps trainers, staff, Trainees, external resource persons, etc. The PST Driver will live at the training site with other Peace Corps Trainers for up to 15 weeks. The PST driver will be required to follow a six-day work week and works during Dashain, Tihar and other holidays and stays at the training site location during the weekend (Saturdays). Works hour is not limited to 8:00 AM – 5:00 PM and no provision for overtime.

REQUIRED QUALIFICATIONS:

1. High School or Vocational School Diploma.
2. Drivers License Category B and minimum of 3 years of related work experience, to include experience driving on mountain roads outside of the Kathmandu Valley.
3. Must be fluent in written and oral Nepali and have oral and written working knowledge of English.
4. Must be fully competent in the driving laws and regulations; have familiarity with local traffic laws and regulations; and have a safe driving record.
5. Basic auto repair and maintenance skills.
6. Ability to make sound safety and security-driven decisions regarding weather and road conditions for countryside travel to ensure safety of passengers;
7. Must be physically fit for duty as required by Peace Corps.
8. Must be able to live and work outside of Kathmandu for 13 to 15 weeks.

DESIRED QUALIFICATIONS:

1. Previous work with Americans or other International Organization is preferred.
2. Category F License (ability to drive minibus is desired)

MAJOR DUTIES AND RESPONSIBILITITES

PRE-SERVICE TRAINING SUPPORT:

1. Transports Peace Corps staff, Trainees, and other resource persons as assigned: local and long distance as required.
2. Transports supplies, equipment, mail, documents, and packages to/from training site and PC/Nepal Office or other designated sites as needed.
3. Maintains daily log sheet of each trip and submit the weekly log book to Training Manager/ PST director for the review.
4. Provides logistics support at the training site. Works with TAA and other training staff to ensure smooth opening, operation, and close-out of Peace Corps PST training site.
5. Adheres to and enforces Peace Corps Nepal motor pool policies. Keeps abreast of and obeys all traffic laws of Nepal.
6. Assists the TAA with vehicle scheduling. Ensures that vehicle is fully roadworthy before embarking on any trip.
7. Assists the TAA in establishing and maintaining a system for recording and tracking mileage and gasoline consumption, and maintenance/repairs of vehicle.
8. At TAA's request assists in the inventory and packaging of PST supplies and equipment.
9. Assists the TAA to maintain storage areas with emphasis on organization, logical use patterns, and security.
10. Assists in monitoring of all the property and equipment maintenance, and recommends corrective actions to TAA and TM.
11. Acts as an informal cross-cultural and language informant for Peace Corps Trainees by interacting closely with them during PST.
12. Carries out additional duties as assigned by Training Administrative Assistant or Training Manager.
13. The driver may have to perform duties anytime and is not limited to 8:00 AM – 5:00 PM duty hour and there is no provision for overtime.
14. Follows a six-day work week and works during Dashain, Tihar and other holidays and stays at the training site location during the weekend (Saturdays).
15. Assist Training staff in training file management and training material reproduction.

SAFETY AND SECURITY

15. Must be familiar with Peace Corps Emergency Action Plan (EAP) and in the event of an emergency conducts his/her role in helping to ensure the safety of Peace Corps Trainees and Staff.
16. Operates Peace Corps vehicles safely at all times. Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and CD.
17. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
18. Assists in planning for maintaining safety and security, and maintains vigilance in identifying, reporting, and responding to safety and security incidents to the TM and Peace Corps Safety and Security Coordinator.
19. Collaborates with TAA and TM to periodically evaluate the safety and security situation of the Training Site.

20. Integrates into the community at the Training site, with a focus on developing positive relationships with community members during PST.

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 training sites, 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.

OTHER:

5. As required and instructed by the Supervisor/Training Manger
6. Follows Peace Corps Policies and Guidelines for Professional Trainer/staff behavior