

**Peace Corps/Panama seeks
3 Programming and Training Specialists in the following areas:
*Community Environmental Conservation, Teaching English, Leadership and Life Skills, Sustainable
Agriculture Systems***

Position Summary:

The PT Specialist serves as a member of the Programming and Training Unit (PTU) staff and has the responsibility for supporting the planning, development, implementation and administration of the Peace Corps programming and training system for the project.

PC/Panama is currently seeking one PT Specialist for each of the following projects: **Community Environmental Conservation Project; Teaching English, Leadership and Life Skills Project; and, Sustainable Agriculture Systems Project.**

Major Responsibilities:

- Provide overall administrative and programmatic support to the project.
- Design sector training program and materials and facilitate participatory trainings.
- Provide logistical and budget support for workshops and trainings throughout Panama.
- Provides technical and administrative assistance and guidance to the sector Volunteers through site visits, phone calls, e-mails or during appointments in the office and provides written feedback on their work. .
- Carries out site identification and Volunteer visits throughout the country along with the Project Manager. Supports the Program Manager in the preparation of sector reports to PC headquarters, Host Country and donor agencies, as required.
- Based in Panama City, travels 50-60% of time to the interior visiting Volunteers and Agency and Community partners; requiring ability to drive 4X4 manual transmission vehicle on rough roads and a desire to travel to remote areas of Panama.

QUALIFICATIONS:

In order to be pre-selected for an interview, the applicant must submit an application that clearly documents how they meet each of the following requirements:

- University Degree in one of the project or related fields.
- Minimum of one year of experience in designing & facilitating training sessions, curriculum design and materials development.
- Minimum of one year of experience working in rural and indigenous communities; training small groups, local organizations or community groups.
- Minimum of one years of experience in community-based development work.
- Minimum of three years of experience working or studying in a cross-cultural environment.
- Knowledge about Panama's history and familiarity with Panama's ethnic groups and cultures.

- Good organization and time management skills; willingness to take initiative; excellent teamwork skills, strong service attitude; personal integrity; flexibility; strong interest in Panama's development.
 - Excellent interpersonal communications skills, including the ability to lead, motivate, coach and advise adults.
 - Must be fluent in Spanish and English Languages. Indigenous language will be a plus.
 - Computer literate, especially in core Microsoft applications such as Office, Excel, Word, PPT, etc.
 - Ability to work a Monday through Friday schedule with evening and weekend hours when necessary
 - Ability to travel, spending 50%-60% of time working in the "interior"/ rural areas, often under harsh conditions, including hiking long distances.
 - Driver's license and ability to drive 4x4 manual transmission vehicles on rough roads.
 - Applicants must possess a Panamanian work permit for at least 2 years unless Panamanian or US citizens.
-
- **POSITION WILL BE SUBJECT TO SECURITY CHECK CLEARANCE.**

Salary and Benefits

\$1,400-\$1,600 (gross monthly salary, commensurate with previous experience, bonus, health/life insurance, transportation allowance). This is a Personal-Service Contractor (PSC)/local hire position.

Application Process

Letter of Interest, three references name and contact information, and resume (all in English) to be submitted each as a separate document in PDF format as an attachment by email to [hiring@pa.peacecorps.gov](mailto: hiring@pa.peacecorps.gov) due by October 20, 2016.

Subject line in the email must read PEACE CORPS Program and Training Specialist for the (specify the project) Project

No phone calls please. ALL applications must be received via email. Just those pre-selected candidates will be contacted for an interview and testing the week of October 24th, 2016.

For additional information regarding Peace Corps, please visit our website at <http://panama.peacecorps.gov>.