PEACE CORPS - SIERRA LEONE

Statement of Work Form

Position	Training Manager	**Division/Department**	P&T Unit
Reports to	Daryn J. Warner	**Title**	PTM

Type of position: Personal Service Contractor, Full Time

Closing Date: 26 June 2013

Submit by email: sl01-pcjobs@peacecorps.gov or 34 Old Railway Line, Signal Hill, Freetown, Sierra Leone

GENERAL DESCRIPTION / STATEMENT OF WORK (SOW)

General Description

This position provides overall management of Peace Corps Sierra Leone's training program for Peace Corps Trainees (PCTs) and Volunteers (PCVs). The functions include leading the design of effective training events that provide for a training continuum; identifying and creating effective learning environments for PCT/Vs; coordinating the integration of all training components effectively into training events; planning, directing, managing, monitoring, and evaluating the Pre-Service Training (PST) and In-Service Training (IST) events; supervising training staff members as appropriate; and writing comprehensive reports on the training program.

STATEMENT OF WORK

A. TRAINING LEADERSHIP (APPROXIMATELY 20% OF THE TIME)

- Lead the design of effective training events in terms of scheduling, learning objectives, appropriate training methods, monitoring, and evaluation, according to established Peace Corps guidelines and standards.
- Lead the planning and facilitation of staff development workshops or Training of Trainers (TOT) prior to Pre-Service Training (PST) and In-Service Training (IST) including Early, Mid-Service, and Close of Service events.
- Establish and maintain a productive and supportive team spirit among training staff members, PCTs, and PCVs.
- Develop the abilities of training staff members to counsel PCT/Vs regarding cross-cultural interactions and adaptations to life in Sierra Leone.
- Provide constructive feedback to training staff members and PCT/Vs and serve as a model to other staff for doing so.
- Reinforce the understanding of PCT/Vs about their roles in development.
- Assess ongoing PCV training needs by accompanying programming staff on site visits when feasible.
- Build collaborative partnerships with government authorities, community groups, and Non-Governmental Organizations (NGOs) as related to the training program.
- Contribute to the preparation of the Integrated Planning and Budget System (IPBS) and participate in other Post planning activities. These duties include developing information for country reviews, participating in country problem analysis and strategy formulations, exploring new project and training opportunities, and providing advice as it relates to the Training Program.

B. ADMINISTRATION AND MANAGEMENT (APPROXIMATELY 25% OF THE TIME)

- Meet regularly with the Programming and Training Manager (PTM) to provide updates on the training program's design, implementation, evaluation, and budget. Make changes as needed.
- Establish training program norms and the roles and responsibilities of all staff members (permanent and short-term) involved in training events, according to established Peace Corps guidelines and standards.
- Address, in consultation with PTM, any poor performance issues of PCTs or staff.
- Work with the Safety & Security Coordinator to ensure that the TOT includes a review of safety and security so that the training staff is knowledgeable about safety issues and polices and understands what is expected (of PCTs and of themselves) during PST.
- Help identify and develop the Pre-Service Training site that meets all training, medical, safety & security, and home stay criteria.
- Coordinate with the Safety & Security Coordinator (SSC) and others as appropriate to ensure a safe and secure work and living environment for staff, PCTs, and PCVs. This includes ensuring that relevant host country nationals understand the safety and security needs of staff and PCT/Vs.
- Ensure, in collaboration with the Home Stay Coordinator, that each host family complies with the home stay criteria as designated by the post.
- Promptly inform SSC and PTM of any safety and security related incidents of PCTs or PCVs so that appropriate action is taken.
- Work with training and administrative staff members to assure appropriate budgets and expenditures. Adhere to budget parameters and submit regular updates, invoices, vouchers and other forms as required.
- Maintain accurate records of all expenses and safeguard funds dispersed to the training site.
- Direct the actions and work activities of the Language and Culture Coordinator and short-term contract training staff members.
- Serving as a member of the Senior Staff team, attend and participate in regular Senior Staff meetings.

C. TRAINING PROGRAM DESIGN (APPROXIMATELY 30% OF THE TIME)

- Ensure that language, cross-cultural, medical, safety and security, and technical sessions are designed according to pre-determined competencies, coordinated, facilitated, evaluated and documented in a timely fashion and in accordance with basic adult learning principles. Ensure that the number of training hours is appropriately split between content areas.
- Design and facilitate a Training Design and Evaluation (TDE) workshop, as indicated, to determine or revise core and/or component training competencies.
- Work with the SSC and Peace Corps Medical Officer (PCMO) to ensure that safety and security and medical sessions are complementary and integrated into all training events.
- Conduct regular meetings with language, cross-cultural, medical, safety & security, and technical training staff members to assess training progress and areas for improvement.
- Ensure that PST provides Trainees with the technical, cross-cultural, and linguistic knowledge and skills needed for the first few months at site, particularly in regards to community integration. Ensure that subsequent training events are designed in line with post's training continuum.

D. MONITORING, EVALUATION, AND REPORTING (APPROXIMATELY 20% OF THE TIME)

- Develop and implement an ongoing PCT Assessment process that is objective, comprehensive, and understood by all PCTs and staff members. Assure that the assessment process is implemented fairly and consistently.
- Make recommendations about PCT suitability for service and discuss decisions about PCTs with the PTM, Program Manager (PM), Language and Training Coordinator (LTC), and other appropriate staff members.
- Develop an ongoing monitoring and evaluation system to produce summaries and/or evaluations of training events. Use the summaries and/or evaluations to help staff members identify necessary changes or additions to the training event.
- Collaborate with the PTM to ensure that there is a debrief activity, inclusive of the entire training team, after each training event.
- As indicated by PST language acquisition results, coordinate with the LTC to develop a language learning plan for PCV language acquisition post PST.
- Prepare and submit final reports, with assessment and recommendation, for all training events.
- Write the Annual Training Status Report (TSR) and assist with other Status Reports as indicated.

E. OTHER DUTIES AND ACTIVITIES (APPROXIMATELY 5% OF THE TIME)

- Assist with LTC duties, as assigned by PTM, in the absence of the LTC
- Champion program priorities including targeted training and the evaluation and monitoring of small grants.
- Perform other duties as assigned.

SAFETY AND SECURITY SUPPORT

Every individual with any involvement in the operations of Peace Corps Sierra Leone, whether U.S. Direct Hire, U.S. Personal Services Contractor, Foreign Service National, Foreign Service Personal Services Contractor or Volunteer / Trainee has duties and responsibilities directly and/or indirectly associated with Safety and Security. These duties and responsibilities include, but are not limited to, the following:

a. Awareness and understanding of all directives of Peace Corps regarding Safety and Security.
b. Awareness and understanding of emergency procedures at both home and office.
c. Awareness and understanding of duties associated with the Peace Corps Sierra Leone Emergency Action Plan.
d. Availability, at both home and office, of staff and Volunteer contact phone numbers and / or email addresses in case the stated individual is directed to establish emergency contact and provide emergency information.

LEVEL AND EFFORT

- Performs duties during a 40 hour work week at a set work schedule as indicated in the contract. Events may require occasional work in the evenings and on weekends and holidays, particularly during training events over a period of days or weeks.

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.

QUALIFICATIONS

The successful candidate will have completed at least a first degree in a relevant field and demonstrate substantial experience (at least 3 years) in all of the following:

- adult education/training design and evaluation, especially in a cross-cultural setting
- administration or project management, especially in an international organization
- professional presentations in both written and spoken English
- mentoring staff and volunteers of varying backgrounds