



UNITED STATES PEACE CORPS JOB ANNOUNCEMENT

Peace Corps is a United States Volunteer Organization dedicated to grassroots development and economic growth in developing countries. It has been operating in Zambia for more than 19 years. Peace Corps Zambia wishes to invite applications from suitably qualified persons to fill the position of **Pre-Service Training (PST) Coordinator (2 positions - January through August)**

In order to qualify, the applicant must be a Zambian Citizen and must not have been employed in intelligence-related activities.

Location: Chongwe/ Chipembi

Salary Range: Based on the Local Compensation Plan – Grade FSN 9 equivalent.

Basic Function:

The PST Coordinator will prepare, implement and coordinate all training activities throughout pre-service trainings. The PST Coordinator is responsible for the overall smooth running, implementation and evaluation of the entire Pre-Service Training event through component/sector coordinators and oversees the work of all PST staff. The PST Coordinator will be responsible for seeing to it that all training sectors fulfill any tasks deemed essential for the preparation of Trainees according to the competencies outlined in the project frame work.

Required Qualifications:

1. Three to five years of substantive experience in planning, budgeting and management of training programs including monitoring and evaluation in Zambia.
2. A teacher diploma or degree in education or related field is required
3. Hands-on experience in grass roots development methodologies is required
4. Computer proficiency especially in word processing & spread sheets is required
5. Must have an excellent working knowledge of the English language (spoken and written)
6. Must have a valid driver's license

To apply, submit an application letter that clearly addresses the Required Qualifications, CV and list three references. Applications must arrive at the Peace Corps Office on or before the closing date of **November 18, 2013**. Only short-listed candidates will be notified and no telephone inquiries will be entertained.

Address applications to:

The Human Resources Specialist, Peace Corps Zambia

Plot 71A Kabulonga Rd.

P.O. Box 50707, Lusaka, Zambia

Email: zm01-jobs@zm.peacecorps.gov clearly stating position applied for in subject line

Copies of complete position descriptions listing all duties and responsibilities are available on request.