



VACANCY ANNOUNCEMENT

POSITION: TRAINING MANAGER

OPEN TO: All interested, qualified, candidates (*)
DUTY STATION: Rabat/Other rural areas in Morocco: *(Training Manager must relocate to another location for three months during Pre-Service Training.)*
TARGET DATE OF ENTRY ON DUTY: November/December 2020 (**)

SALARY LEVEL: An annual gross salary of 396,419 MAD (*negotiable within a pre-determined range based on selected candidate's verifiable salary history and experience*), based on 40-hour work week. The US Peace Corps offers an attractive, competitive package including CIMR, CNSS, Health and Disability insurance, Annual Leave and other benefits. Applicable withholdings will be made from the personal services contractor's gross salary for CNSS and CIMR contributions, health/life/disability insurance, and all applicable tax obligations as imposed by government authorities.

** All active Peace Corps Morocco personal service contractors (PSC) – at 'post' and 'hub' offices - are required to have worked in their current position for twelve (12) months before their applications will be considered for a different Peace Corps Morocco personal services contract position. The Country Director may consider exceptions to this requirement based on the operational needs and best interests of Peace Corps Morocco.*

*** The actual start date of entry on duty may be delayed due to the COVID-19 situation and will be subject to final authorizations.*

CLOSING DEADLINE FOR APPLICATIONS: Friday, July 31, 2020

The United States Peace Corps is seeking a Training Manager (TM) to work under a Personal Services Contract. The Training Manager will assist the Director of Program and Training (DPT) in the design, planning, logistics, administration, and evaluation of all training activities for Peace Corps Morocco. These activities include Pre-Service Training (PST), various In-Service Trainings and conferences and other occasional training workshops. The Training Manager will work closely with Peace Corps staff and temporary training staff to integrate training activities with program goals and objectives in order to ensure that Peace Corps Trainees and Volunteers are prepared for their assignments. In addition, the Training Manager supports resource development by working closely with the trainers and In-Country Resource Center and ensuring the ongoing learning of Volunteers at site. The TM will have a typical eight (8) hour daily work schedule, Monday – Friday. During Pre-Service Training, the Training Assistant will relocate to the location of the PST office and work six days a week during that period. The TM may be required to be on-call or work extra hours on a regular basis or weekends during certain times at the PST or for other events and as required to fulfill the needs of the Peace Corps mission.

One or more candidates may be selected from this advertisement, based on need and availability of funding.

JOB RESPONSIBILITIES (Full description of all duties will be listed in Training Manager's Statement of Work):

Training Design

- Assess training needs through surveys, interviews, focus groups, and/or consultation with Peace Corps staff, Volunteers, and PC headquarters
- Guide program and training staff in the design, monitoring, evaluation and revision of a comprehensive set of technical, core, language, cross-cultural, sector, and personal health/safety competencies which will prepare Trainees and Volunteers to effectively serve with their community counterparts
- Facilitate the development of a community-based training program based on competencies that integrate technical areas, language, cross-cultural, and core topics.
- Design, schedule, organize and implement workshops, seminars, conferences and similar events; negotiate contracts with trainers and for facilities and submit to Director of Management and Operations (DMO) and DPT for approval; insure that training events are provided and implemented as planned.
- Assist in building and coordinating a yearly training events calendar

Resources Management

- Oversee the process of hiring Language and Cultural Facilitators (LCFs) for language events and other temporary training staff, and monitor and evaluate their workload and schedules
- Manage a team of trainers, resource persons, resource Volunteers, and staff in the implementation of training curriculum and goals.
- Conduct assessment of training needs and insure that both immediate and long-range training needs are addressed in a comprehensive, annual training plan and budget.
- Develop and monitor training budget in collaboration with the DPT, (DMO), and other Peace Corps staff.
- Monitor training costs to ensure budget is not exceeded and prepare budget reports to justify expenditures.

Staff Development & Training Facilitation

- Supervise training staff, including LCFs, and providing feedback and conducting performance evaluations as appropriate.
- Conduct training sessions for many core competencies and selected sector/technical competencies.
- Guide/direct the evaluation of trainees' progress, including written assessments, interviews, and staff roundtable meetings.
- Design, plan, organize and coordinate training for training staff.
- Work closely with training facilitators to present information, using a variety of instructional techniques and formats such as role playing, simulations, team exercises, group discussions, videos, and lectures.

Documentation & Reporting

- Oversee the development of all training documents/reports and provide quality feedback to the training team in a timely manner that allows for integrated planning and evaluation
- Produce and provide statistical reports regarding training performance and trainees' cohort achievements (technical, language).
- Keep training materials up to date.
 - Using IT to produce training materials and manuals.
 - Stay organized, maintain and catalogue training materials, resources, training evaluations.

Site Development for PST and Other Training Events

- Work with DPT, program staff, and Moroccan officials to identify potential PST and community-based training sites.
- Helps with visits to sites to investigate possibilities for PST, build relations, clarify expectations, and monitor PST preparations at sites. Represents Peace Corps Morocco with government officials and agencies.
- Together with Peace Corps staff, select the best sites for all training events.

Required Qualifications and Work Experience

Required Qualifications:

- a) Moroccan citizenship (*any candidates invited for a personal interview may need to provide document(s)*)
- b) University degree (BA/BS)
- c) Fluency in English, working knowledge in French and native proficiency in written and spoken Arabic (*Applicants may be given a preliminary English proficiency assessment as part of the review process*)
- d) At least two years' experience in training administration and support
- e) At least two years' experience with training or event planning
- f) At least two years' experience in supporting vendor relationship management for events (e.g., hotels, caterers, etc.)
- g) Working proficiency with computer systems/applications, including Word/Excel/Powerpoint, etc. as well as some ability to troubleshoot electronic and technical problems.
- h) Any experience in coordinating or managing others, including personnel actions such as recruitment or performance feedback.
- i) Any work experience that has demonstrated the ability and skills to effectively organize projects; and also to communicate and work effectively – interpersonally or cross-culturally – in an organization.

Desired Qualifications and Skills:

- Flexible, motivated and self-directed
- Ability to work independently and as part of a team
- Ability to act with diplomacy and tact with staff, Volunteers, Trainees, community members and members of government
- Prior experience working in an international organization or experience living abroad
- Oral and written proficiency in Tamazight, Tashelhit, or Tarifit

- Driver's license and a minimum of three years actual, practical driving experience

Application Instructions (Read full guidance below)

For consideration, all applicants must submit a Resume (CV) together with a Cover Letter by the closing deadline via e-mail to:

Moroccojobs@peacecorps.gov

Both the Resume (CV) and Cover Letter must be type written in English.

Please include the title of the position for which you are applying in the subject line of your email.

IMPORTANT INFORMATION FOR ALL APPLICANTS – BEFORE SUBMITTING YOUR APPLICATION TO PEACE CORPS

All applicants must carefully adhere to the specific instructions listed below when submitting their applications. Failure to comply will be cause for your application to not be evaluated further.

Ensure that, either in your Resume (CV) or in your Cover Letter, you clearly describe where and when (e.g. in what position and during what time periods) you gained the minimum years and types of required experience as listed in POINTS d, e, and f. (above)

For the following items, ensure that, either in your Resume (CV) or in your Cover Letter, you state and confirm that you have the following credentials/skills:

- That you are a Moroccan citizen
- That you have a university degree
- That you have English fluency
- That you have the computer skills described in POINT f
- That you have the experience listed in POINTS g and h

Additional details beyond your statement and confirmation that you possess the above is unnecessary.

Only applicants selected for interviews will be notified by telephone and/or email.

All experience, skills and qualifications will be verified. Contract award is contingent on a favorable security background check.

The United States Peace Corps is an Equal Opportunity Employer.