



Vacancy Announcement
Programming and Training Specialist (PTS)
Water, Sanitation and Hygiene Project (WASH)
July 2021

Position Title:	Water, Sanitation and Hygiene Programming and Training Specialist (WASH PTS)
Opening Period:	July 12th to July 25th, 2021 no later than 11:59 PM. All applications that are received after 11:59 PM, July 25th, will be marked as "late" and will NOT be considered for review. Any application with missing documentation will be considered incomplete and will be rejected.
Series/Grade:	PSC (Personal Service Contractor)
Salary:	Starting Salary PEN S/.125,003.00 (Annual gross salary including July and December bonuses)
Who May Apply:	All Interested Candidates with Peruvian residency / work permit at the time of application
Security Cert. Required:	Local Security Certification
Duration of Appointment:	Indefinite subject to successful completion of probationary period
Work schedule:	Full-Time (40 hours per week).

Reports to/ Evaluated by:	Water, Sanitation and Hygiene Project Manager
Coordinates with:	Primarily coordinates with WASH Project Manager (PM), Program Assistant (PA), other Programming and Training Specialists, Monitoring, Reporting and Evaluation Coordinator (MREC), Training Manager (TM), Regional Program Manager (RPM), Regional Coordinators, Director of Programming and Training (DPT), and PC Response Manager. Additionally, the WASH PTS coordinates various activities with the Country Director, Management & Operations unit, Medical unit, Safety & Security unit, short-term training staff, guest speakers, and Peruvian officials and community leaders.
Position Brief:	The WASH PTS serves as a member of the Peace Corps Peru Programming and Training (P&T) unit. The WASH PTS supports the planning, development and implementation of Peace Corps Peru's programming and training activities for

approximately 50 Volunteers. During the Pre-Service Training (PST) and In-Service Training (IST) events, the WASH PTS is the full-time technical trainer for the Water, Sanitation and Hygiene Project and receives direction and guidance from the WASH PM and TM (during PST). Supervises the Technical Training Assistant during PST. The WASH PTS represents Peace Corps Peru with governmental officials and representatives of non-governmental and host country organizations.

Equal Employment Opportunity:

Peace Corps will consider all responsive applications received in relation to this announcement regardless of the applicant's race, color, religion, sex (including gender identity and sexual orientation), marital status, national origin, non-disqualifying disability, age (above age 40), lawful political affiliation, affiliation with an employee organization, or other non-merit factor.

QUALIFICATIONS

- **Education:**
 - **Required:** Bachelor's degree
 - **Preferred:** Bachelor's degree in Engineering or Public Health
- **Work Experience:**
 - **Required:**
 - Three years of experience in community rural development in water systems management or environmental health promotion or sanitary education.
 - Minimum of two years' experience in training adults.
 - **Preferred:**
 - Experience working with community leaders and/or grassroots organizations (ATM, JASS, ACSs, etc.)
 - Supervisory experience
- **Language Proficiency:**
 - **Required:** Level B2 English / Level C1 Spanish referring to the Common European Framework of Reference for Languages (CEFR).
- **Knowledge:** In-depth understanding of:
 - National development priorities and project-specific organizations in Peru.
 - Peruvian government's objectives and structure.
 - In-depth understanding of Peruvian developmental plans and project-specific organizations working in development and in water, sanitation, and hygiene (PNSR, PIASAR, etc.).
 - Knowledge of water system management, sanitary landfill design, and hygiene initiatives such as hand-washing and proper human waste disposal.
 - U.S. and Peruvian cultural diversity.

- Adults learning principles, experiential learning cycles or approaches to instructional design.
- **Skills and Abilities:**
 - Required
 - ✓ Ability to develop and maintain an extensive range of mid and high-level contacts within host country government, international development agencies, and private sector.
 - ✓ Ability to develop a training curriculum based on a diverse set of competencies and learning needs.
 - ✓ Ability to develop training schedules and manage complex logistics.
 - ✓ Skills with facilitation and training approaches for adult learners.
 - ✓ Strong interpersonal and cross cultural skills to deal with a fast pace environment.
 - ✓ Ability to prepare precise, accurate reports.
 - Preferred
 - ✓ Ability to render advice with detachment and objectivity by exercising own judgment.
 - ✓ Superior accuracy, attention to detail.
- **Other:**
 - **Required:**
 - ✓ A valid Peruvian A1 driver's license is indispensable, and a copy must be submitted at the time of application.
 - ✓ Minimum three years' experience driving automatic and manual transmission vehicles

Applicants must be willing to travel extensively and spend extended periods of time in the field in order to fulfill programmatic responsibilities.

HOW TO APPLY

Applicants must send the following documents: If any document is missing, the application will be rejected. **Email:** recursoshumanos@peacecorps.gov stating "WASH PTS" in the subject of the email. *Please note that the maximum size for your application e-mail should not exceed 5 MB.*

1. **CV and cover letter (in English)** highlighting the experience relevant to the aforementioned requirements.
2. Documents (simple copy) that certify the information mentioned in the CV (degrees, titles, certificates).
3. Valid Peruvian A1 driver's license
4. **Additionally candidates must complete and submit the survey in the following link:**
<https://es.surveymonkey.com/r/67WL67C>

What to Expect Next: Applicants who make the short list will be invited to take a language and driving test and will be contacted via email with more details. Peace Corps Peru will contact those candidates who pass these two tests for an interview.

Thank you for your application and your interest in working at Peace Corps Peru.

MAJOR DUTIES AND RESPONSIBILITIES

PROGRAM SUPPORT (50%)

A. PROJECT MANAGEMENT

1. Assists the Project Manager in developing, implementing, and evaluating a logical project framework and project implementation plan.
2. Assists the PM in obtaining project input from host country agencies, including government, NGO, and local communities; including supporting the coordination of a Project Advisory Committee with national, regional and/or local stakeholders.
3. Assists the PM in the design and implementation of a monitoring and evaluation (M&E) plan/system to track Peace Corps Volunteer (PCV) program performance and progress towards attainment of project goals, objectives and activity targets.
4. Assists the PM in contributing to the annual Project Status Report (PSR) and the Training Status Report (TSR).
5. Assists in the design, coordination, compilation of information, and writing of the Annual Report, in collaboration with Project Managers, PA, DPT, and other Post staff as well as with other program documentation as needed.
6. Represents Peace Corps at official events and other Counterpart meetings.
7. Assists the PM in the development of positive relationships with host country agencies, including government, NGOs, and local communities.
8. Performs administrative support duties as requested and assigned. Works in close collaboration with Program Assistant on various tasks.
9. Serves as Acting PM in his/her absence.

B. VOLUNTEER SUPPORT

10. In collaboration with PM and Regional Coordinators, the PTS performs routine site visits to:
 - Verify Volunteer health, safety;
 - Review technical activities and ensure that appropriate supervision, guidance, and support are provided by the host country agency/community for which the Volunteer works;

- Assure that job assignments are in compliance with established agreements and projected goals and objectives;
 - Assess Volunteer performance, inquire about personal and work related problems or limitations and provide advice and consultation as necessary.
11. Completes all required site visit documentation as outlined by Peace Corps Peru Site Identification and Site Monitoring Standards.
 12. Provides technical assistance and administrative support to Volunteers.
 13. In coordination with PM, liaises with host organizations to resolve any problems and/or difficulties Volunteers are experiencing with their assignments.
 14. Coaches and supports Volunteers on personal and professional matters.
 15. In coordination with the PM and MREC, the PTS provides timely and quality feedback to Volunteers' reports. Assists with the compilation of PCV VRFs and downloads them using the Volunteer Reporting Tool (VRT) database.
 16. Reviews, monitors and evaluates Volunteer progress to identify strengths, weaknesses or deficiencies and provides necessary professional guidance, motivation and encouragement to Volunteers.
 17. In coordination with PM and Small Grants Coordinator, assists Volunteers in formulation, implementation, and closing of grant funded projects and serves as a member of grant review team.
 18. Ensures Volunteer adherence to Peace Corps policies and standards of conduct. Documents cases of inappropriate behavior and briefs the DPT and CD in a timely fashion. When appropriate, takes steps to overcome any identified deficiencies or obstacles, including disciplinary actions when necessary.

C. SITE IDENTIFICATION AND VOLUNTEER PLACEMENT

19. Assists the PM with site identification, assessment and assignment procedures.
20. Participates in the creation and dissemination of a project overview presentation that can be provided to potential agency partners.
21. Performs site identification visits according to the Peace Corps Peru Site Identification and Site Monitoring Standards.
22. Assists the PM with site surveys for proposed PCV sites.
23. Assists the PM with evaluating potential work sites and communities, and writes corresponding site reports.
24. Assists the PM with the review, adjustment and negotiation of potential job descriptions, and supports host country agencies (HCAs) in this task before and during Pre-Service Training (PST).
25. Assembles project site assignment packets.

TRAINING (40%)

D. TRAINING, DESIGN AND EVALUATION

25. Analyzes data from Volunteer Surveys, Volunteer Forms, Site Visit Reports, end-of-training surveys, etc. to make evidence-based decisions to enhance the effectiveness of the training curriculum.
26. Organizes meetings and/or focus group, designs needs assessment surveys/skills inventories and coordinates with volunteers and local stakeholders to identify sector training needs and to ensure the training event will meet those expressed needs.
27. Designs 30-month technical training curriculum (PT Bridge) considering Logical Project Framework objectives and activities by sequencing learning sessions and activities according to performance expectations and including technical sector competencies and capacity-building methods.
28. In coordination with PM and TM, reviews and updates technical training curriculum (PT Bridge), technical learning competencies, syllabus and technical calendar/agenda prior to each training event.
29. Identifies and coordinates with sector-specific co-facilitators (guest speakers, counterparts, currently serving PCV/Volunteer of the Week, and/or Trainees), and provides training guidance to these presenters in order to ensure their sessions follow Peace Corps training philosophy and context.
30. Curates and updates all sector-specific technical training manuals and resources including Technical Learning Workbook, Field-Based Training Guide, Site Exploration Workbook, Community Diagnostic, among others.
31. Develops learner-centered training sessions that include experiential learning activities and meet core and sector-specific integrated competencies, capacity-building methods and learning objectives across the 30-month training curriculum, using Peace Corps training packages and manuals as appropriate.
32. With the support of the Program Administrative Assistant and in coordination with the Management and Operations Unit, develops/manages budgets for all sector-specific training events (Field-Based Training, Early In-Service Training, In-service training/Project Design and Management Workshop), procures all necessary materials and coordinates logistics.
33. Implements the instructional design by creating and maintaining a learning environment that actively engages participants, and showcases a variety of training methods and considerations including non-formal education, field-based training events, experiential learning activities, adult learning approaches and facilitator techniques (transitions between activities, room layout, visual aids, giving instructions, formative assessments, attention getting signals, methods for calling on participants, time management strategies, differentiated learning).
34. Evaluates achievement of training curriculum learning objectives by implementing a learning assessment system that incorporates Kirkpatrick Level 1 (reaction) and Kirkpatrick Level 2 (learning) evaluations.
35. Provides constructive and timely feedback to Trainees and PCVs in order to support their cultural integration and adaptation, language and technical sector competency acquisition using the Trainee Assessment Portfolio (TAP) and/or applying both summative and formative assessment methods/coaching techniques.

E. TRAINING SUPPORT

37. During Pre-Service Training, directly supervises the sector-specific Technical Training Assistant to achieve successful integration/implementation of activities, careful use of resources, and logistical organization of technical training activities.
38. During Pre-Service Training, leads the cluster team (comprised of year-round LCF, short term LCFs, and Technical Training Assistant)
 - a. In coordination with PM and TM, provides updated, technical project information through training presentations and meetings so that all training staff are engaged and aware of project direction and training priorities for the sector.
 - b. Ensures that the team works effectively to achieve training goals through effective integration of core, language, culture, and technical competencies.
 - c. Fosters effective and open communication among cluster team members and maintains a highly organized training program.
 - d. Leads weekly cluster team meetings to discuss trainee progress and elicits action steps as needed
 - e. Provides written feedback about the performance of Language and Culture Facilitators to the TM and LCC.
39. Keeps the PM, DPT, and TM informed during training events of key issues related to sector and core/sector integrated training content and logistics, and the well-being/progress of participants, and presents suggestions and alternatives when problems arise, or makes decisions to solve unexpected problems related to training events.
40. Prepares accurate final reports after each training event (PST, EIST, IST/PDM) analyzing data points and focusing on factors of success/challenges, and then presents the TM, PM and DPT with suggestions for improvement to sector training content, delivery or logistics, among other key areas.

GENERAL ADMINISTRATIVE SUPPORT (5%)

41. Performs responsibilities of sub-cashier during PST and IST events.
42. Serves as backup to PA and PM as agreed upon based on leave schedules and as needed.
43. Assists in development of the annual training and Post events calendar.
44. Supports other members of the Programming and Training team as necessary.
45. Attends Programming and Training Meetings and All Staff Meetings, Programming and Training retreats, and reports on training activities as required.

SAFETY AND SECURITY (5%)

46. Addresses Volunteer safety and security by adhering to Peace Corps site identification policies and procedures.
47. Identifies and communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and the Country Director (CD).

48. Assists Project Managers to ensure that prospective sites meet established programmatic and safety/security criteria (e.g., safe housing, a clearly defined assignment with an organization that shows real interest in working with a Volunteer, etc.).
49. Reviews and references site history files when evaluating potential sites, and incorporates appropriate safety and security-related information into site history files.
50. Monitors Volunteer compliance with Peace Corps policies, especially related to safety and security and reports issues to the Project Manager.
51. Must be knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of incidents involving PCVs/PCTs and any other safety and security incident, including suspicious persons or situations.

POSITION ELEMENTS

- a. **Supervision Received:** Project Manager provides direct supervision on policies and programmatic priorities and reviews and evaluates work. During PST cycle the Training Manager will serve as direct supervisor (16 weeks/year).
- b. **Supervision Exercised:** In collaboration with the Project Manager, provides program supervision to Volunteers, including the elements of training, evaluation, coaching, and policies and procedures. Supervises the Technical Training Assistant during PST. Will provide feedback to Project Manager on Program Assistant's performance review and feedback to the Language and Cross Cultural Coordinator on the short-term and year-round Language and Cultural Facilitators' performance reviews. The feedback process for performance evaluations will be coordinated by the relevant supervisor and all feedback must be given in written form and discussed with relevant supervisors before completing the performance evaluation and review interview.
- c. **Exercise of Judgment:** Incumbent utilizes available guidelines for all matters, is expected to use his/her own good judgment in all cases, and is expected to seek guidance on those matters and cases that are unusually complex.
- d. **Authority to Make Commitments:** None.
- e. **Post Entry Training:** The incumbent will receive training on the Peace Corps philosophy programming and training system, PC policies and regulations.
- f. **Available Guidelines:** Integrated Planning and Budget System and Project Status Report guidelines, Peace Corps Policy Manual, Peace Corps Program and Training manuals and Volunteer resources, Peruvian government's plans, Peace Corps Volunteer Handbook, Site Management Guidance, and other specific policies and directives.

Time required to perform full range of duties after position entry: One year.

GENERAL TERMS AND CONDITIONS

- **Availability:** The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps' as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.
- The PSC accepts and agrees to comply with all the policies, procedures and guidelines of Peace Corps Peru including but not limited to the Peace Corps Manual and the Peace Corps Peru Staff Handbook.
- To the extent Contractor is allowed to operate a US government owned, leased, or rented vehicle (GOV) to perform their job duties, the Contractor must operate that vehicle safely at all times and only operate it for official business purposes as defined in 31 USC 1334.
- Contractor is encouraged to refrain from texting or from engaging in any behavior that distracts attention from driving safely at any time. Except in an emergency situation, Contractor shall not text message (i) when driving a GOV; (ii) when driving a privately-owned vehicle (POV) while on official government business; or (iii) while using electronic equipment supplied by the government while driving any vehicle (even during off-duty hours).

INHERENTLY GOVERNMENTAL FUNCTION (IGF) LANGUAGE AND REQUIRED APPROVALS (IF ANY)

- The personal services contractor (PSC) may be requested to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to Pre-Service Training/In-Service Training site(s), or other locations as directed by the Contracting Officer. The PSC may also be requested to courier cash to Peace Corps 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.
- May be designated limited supervisory responsibilities if assigned by the Country Director and with the approval of the Regional Director. Personal Services Contractors (PSCs) may only supervise other PSCs.

Benefits

The Peace Corps offers a generous benefits package. The starting salary is PEN S/.107,250.00 (gross annual salary) with the **potential** for future salary increases up to a maximum cap of PEN S/.158,866.00. The benefits include 176 hours annual leave per year, Peruvian and American holidays, sick leave days, 80% private health insurance coverage, maternity and paternity leave, life insurance, credit time, staff development opportunities and potential for staff awards and special leave. (This is a Personal-Service Contractor (PSC)/local hire position).

Professional Development Opportunities

The Peace Corps offers ample staff development training courses under Peace Corps' Learning Space for professional growth and learning in areas such as safety and security, communication, and policy and currently provides additional training opportunities via LinkedIn Learning in areas such as but not limited to: project management, supervisory, e-learning, diversity and inclusion, leadership, and career development.