



Peace Corps – Panamá

VACANCY ANNOUNCEMENT 23-026

OPEN TO: All Interested Candidates
POSITION: Master Trainer, local Personal Services Contractor
OPENING DATE: October 16, 2023
CLOSING DATE: November 3, 2023
WORK HOURS: Full-time; 40 hours/week

The Peace Corps is a U.S. governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for over fifty years in 139 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people. (See www.peacecorps.gov for additional information).

Peace Corps has over 25 years of experience working in Panama in four project areas: Sustainable Agriculture Systems, Health & Well Being, Community Environmental Conservation, and Youth Leadership Development. Peace Corps Panamá places American Volunteers in two-year assignments in rural communities and semi-urban, and one-year assignment to locations across the country.

The United States Peace Corps/Panama seeks a Master Trainer (MT) to serve as a member of the Programming, Training and Evaluation Unit (PTEU) staff and has the responsibility for supporting the planning, development, implementation, and evaluation of the Peace Corps Training Program.

MAJOR RESPONSIBILITIES:

- Supports the Training Manager by overseeing the quality of implementation of the training program including Peace Corps Panama Core curriculum based on relevant Calendar of Training Events in accordance with Training Design and Assessment (TDA) requirements.
- Provides feedback on facilitation skills of all staff facilitators and PCV co-facilitators, follows up with targeted training for the Programming and Training Specialist (PTS), language & culture facilitators (LCF), and Volunteer co-facilitators.
- Designs, implements and manages Training of Trainer (TOT) events for PTSs Pre-Service Training (PST) and In-Service Training and TOTs for PCV Co-facilitators for PST and is an active participant in the TOT of Language and Culture Facilitators.
- Oversees and facilitates/co-facilitates the implementation of Peace Corps Panama Core training curriculum to help PCTs/PCTVs integrate into the community, facilitate participatory community development and exemplify professional PC service.

- Assists the Training manager in implementing training assessment tools, analyzing the effectiveness of the training program and planning for appropriate changes.
- Connects Language and Culture, Technical, Medical, Safety & Security, Policy, Administrative, Volunteer Support, and Core content to reduce redundancy, provide consistency and ensure quality.

REQUIRED QUALIFICATIONS:

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

Minimum Required Education and Experience:

- **Education:** Bachelor's degree in adult education or related field such as Human Resources, Training, Professional Development, Organizational Development, organizational Psychology.
- **Experience in the field:**
 - At least 2 years of experience in training of trainers in different technical topics and proven ability to conduct training activities using the related technical terms in English and Spanish
 - At least 2 years of experience in teaching and/or training adults
 - At least 2 years of experience in performance monitoring and evaluation
 - At least 2 years of experience in basic principles of curriculum design and in materials development
 - At least 2 years of experience working or studying in an intercultural environment.
 - At least 1 year of experience in building partnerships, networking with organizations, community engagement or relevant experience.
 - At least 1 year of experience working with Panama's indigenous groups and/or rural communities.
- **Language Proficiency:** Must have advanced fluency in Spanish and English Languages and indigenous language skills would be a plus.
- **Computer literate:** *Advanced computer proficiency in MS Office: Excel, Word, etc.*
- **Other skills and abilities:**
 - Should be willing and able to work in a rural setting, extremely flexible yet steadfast and organized, innovative yet with strongly held core training principles, objective and rational, able to counsel Trainees/Volunteers and engender a strong sense of commitment to overall Post principles and goals.
 - 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.
- **Driving:** *A valid driver's license and stated availability to travel (driving 4x4 official vehicles with manual transmissions on rough roads).*
- **Valid local residency:** Peace Corps may consider applicants with a Panamanian work permit for at least 2 years or US citizens but reserves the right to prioritize host country national candidates
- **Security and Medical Clearances:**
 - *Ability to pass a background check and maintain a security clearance.*
 - *Ability to pass a medical clearance and maintain.*

Salary and Benefits

\$1,938.00-\$2,360.00 (gross monthly salary, commensurate with previous experience within salary range, bonus, health/life insurance, transportation allowance). This is a Personal-Service Contractor (PSC)/local hire position.

Application Process

Letter of Interest, three references, the driving valid license, and resume stating each of the minimum required education and experience qualifications (all in English) to be submitted each as a separate document in PDF format as an attachment by email to PA-hiring@peacecorps.gov due by November 3rd 2023.

Subject line in the email must read: PEACE CORPS Master Trainer

No phone calls please. ALL applications must be received via email. Interviews and testing are expected to be scheduled on the week of November 13th, 2023. Just those top qualified candidates will be called the previous week for interview.

For additional information regarding Peace Corps, please visit our website at <http://panama.peacecorps.gov> or social media forums: Facebook: Peace Corps Panama / Instagram: PeaceCorpsPanama.