



Application Instructions

Program and Training Coordinator – Education

Minimum Base Annual Salary KES 2,478,361.00. This remuneration does not include:

- 13th month bonus
- 90% health insurance premium contribution
- other mandatory contributions

Starting Base Annual Salary may be increased up to a maximum range and commensurate with documented salary history (e.g. Employer's pay slip, statement of pay). Annual performance-based increases possible.

Please note: This position is based in Kisumu. Housing is not provided and relocation costs are not paid.

Interested and qualified applicants are required to access the complete Application Instructions and Statement of Work at <https://www.peacecorps.gov/kenya/contracts/>

Failure to follow Application Instructions will result in your Application being rejected.

1. Applications accepted by email only at KE-Recruitment@peacecorps.gov
2. Your application email subject line should be "PTC-ED – Your Surname"
3. Applications that do not meet all requirements will be discarded
4. Attach 1 single file including a combined Cover Letter (describing how you meet the minimum qualifications) and your current CV only
5. Attachment size is limited to 1MB, emails with larger file sizes will be discarded.
6. Attach only Word or PDF files, ZIP/compressed not accepted.
7. Application updates and confirmations of applications received are not provided. If selected for shortlist interview, you will be contact by phone and/or email
8. Telephone inquiries are not accepted.

All hires are contingent upon funding availability.

Deadline to Apply: 21 August 2025 at 12:00 PM local Kenya time

STATEMENT OF WORK

Position	Programming and Training Coordinator - Education
Division/ Department	Programming and Training (P&T)
Duty Station	Kisumu, Kenya
Reports to	Program Manager – Education (PM-ED)
Open to	Qualified Kenyan Citizens

Peace Corps is a U.S. government agency promoting world peace and friendship through volunteer service in over 60 countries. Peace Corps Kenya has operated since 1964 and currently supports Education and Health programs in the Western Region, with Volunteers serving in schools, health facilities, and community-based organizations.

Basic Overview of Position

Peace Corps Kenya seeks a Programming and Training Coordinator – Education (PTC-ED) to support its Education program, including STEM and Education for the Deaf. The PTC-ED will assist in managing program activities, provide technical guidance to Volunteers and Trainees, and support the design and delivery of technical training under the direction of the Education Program Manager. This full-time contract position requires strong organizational skills, the ability to work independently, and strict adherence to professional and ethical standards.

Duties and Responsibilities

Program Development and Support

Under the direction of the Education Program Manager (PM-ED), the PTC-ED will be assigned a portfolio of project activities to support, such as:

- Field implementation of training objectives to meet the stated outcomes of the project's logical framework such as Teacher Capacity Building, literacy, education technical skills training, teaching resources development, and promoting life skills for youth.
- Liaises with related external organizations and PC/Kenya staff to implement technical training and oversee successful technical programs carried out by Volunteers.
- Curates resource materials which will assist Peace Corps Volunteers (PCVs) in implementing activities.
- Maintains relationships with community-based organizations and/or schools and school staff which can support implementation in PCV communities.
- Conducts site visits to monitor implementation and provide technical, cross-cultural, and personal guidance in the field.
- Assists the Program Manager – Education to plan and coordinate Project Advisory Committee (PAC) meetings.
- Assists with site selection and preparation process of new and replacement sites as needed.
- Ensures excellent communication between Peace Corps, PCVs, host institutions, counterparts, and supervisors.

Training

- Assists PM-ED with planning and coordination of a comprehensive sector training program, including pre-service trainings (PSTs), in-service trainings (ISTs), and mid-service trainings (MSTs) to provide Volunteers with knowledge and skills to successfully complete their assignments.
- Drafts a continuum of technical training that allows PCVs to adequately implement the assigned project activities, addressing the technical requirements, competencies and learning objectives.

- Works with the Programming and Training unit to prepare and monitor annual budget marks for training events.
- Takes an active role in the PST Training of Trainers and works with Language and Cross-Cultural Facilitators (LCFs) and Technical Trainers to plan for the logistics of PST, as well as PST session revisions.
- During PST, takes on the role of STEM Education Technical Trainer and works with the TM, the LCFs, and other training colleagues to deliver effective PST sessions to PCTs.
- Facilitates and leads appropriate training sessions for trainees, Volunteers, staff, and training staff.
- Spends adequate time with Peace Corps Trainees (PCTs) during PST in formal and informal sessions to be able to accurately assess trainees' abilities for successful site placement and service.
- Assesses PCTs achievements based on the learning objectives identified for pre-service and in-service training, submitting required reports to the TM
- Organizes the participation of guest facilitators and resource volunteers in technical training.

Volunteer Support

- Provides timely, and continuous support to PCVs through site visits, office time, correspondence and other communications.
- Meets with school principals and counterparts as well as community members to discuss and resolve issues surrounding Volunteers if need be.
- Completes site visit reports and follow up actions in accordance with post procedures, such as uploading on VIDA and documenting follow up actions
- Demonstrates sound decision-making capability, follows PC policy, and utilizes good judgment during and after office hours, while under stress, and in emergency situations.
- Responds to Volunteer requests for assistance or materials in a timely and responsive manner and provides information/suggestions which are both helpful and realistic.
- Provides timely assistance to PCVs regarding grant and proposal writing and processing.
- Assists the PM-ED in providing guidance to PCVs regarding Peace Corps policies and monitors compliance by volunteers, particularly those PC policies affecting safety and security and general life during service
- Participates in, leads discussion at and helps organize Community Orientation Meetings.
- Ensures that Volunteer files are maintained, and that information is complete including volunteer travel, communication, and site information in VIDA.
- Supports volunteers in reporting and documenting their work on the Volunteer Reporting and Grants (VRG) platform

Project Administration

- Accurately completes financial and administrative documentation required for implementing assigned project activities and associated travel.
- Acts as a staff liaison for Volunteer committee(s) and projects as assigned.
- Maintains education sector archives according to agency records policy.
- Provides backup coverage for other positions assigned.

Safety and Security Support

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

- Assist Program 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.).
- Reviews and references site history files when evaluating potential sites and incorporates appropriate safety and security-related information into site history files.
- Monitors Volunteer compliance with Peace Corps policies, especially related to safety and security.
- Participates in the design and implementation of the Emergency Action Plan (EAP).
- Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

Other Duties

- Serves as back-up support for and/or carries out the duties and responsibilities of the PM/ED when deemed necessary by the Country Director and/or Director of Programming and Training for the successful management of Peace Corps operations in Kenya.
- Performs other duties or assignments, when deemed necessary by the Country Director (CD), Program Manager/Education, and/or Director of Programming & Training (DPT) for the successful management of Peace Corps operations.

Other Flexibilities:

If there is a time at post, due to a pandemic or for any other reason, when there are limited or no Peace Corps Trainees and/or Volunteers (jointly referred to as “Volunteers”) at Peace Corps/Kenya, the PSC may be temporarily assigned during that period, as determined by the Peace Corps Country Director, to carry out additional duties and responsibilities in furtherance of the goals of the Peace Corps in order to enhance the ability of Peace Corps Volunteers to perform functions under the Peace Corps Act, including facilitating a safe environment in order for the successful return or increase of Volunteers.

This temporary assignment may require the PSC to provide services and/or support beyond what is listed in their current Statement of Work (SOW). The services and/or support may take many forms, examples of which may include but are not limited to, training, providing administrative, technical, medical, and/or operational assistance, building on host country programs, etc. This temporary assignment also may require the PSC to provide these services and/or support to individuals/organizations other than those listed in their current SOW such as host country government, partner organization(s), community member(s), staff, and/or contractors.

Occasional Money Handler/Holder:

May be designated as an occasional money handler/holder (OMH) if assigned by the Director of Management and Operations. As an OMH, 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 Overseas Contracting Officer (OCO). May also be requested to courier cash to Peace Corps Trainees or Volunteers. The Contractor 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 Contractor 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 OCO.

Level of Effort

Performs duties at assigned Post during a 40-hour work week. Will be frequently required to travel

on an overnight basis as needed to support PCVs and PC events. Will be required to work outside of or in addition to normally scheduled hours to support PCVs and fulfill other post requirements.

Work Experience Requirements and Qualifications

In order to be selected for this position, the applicant must be legally eligible to work in Kenya, and must submit an application that clearly documents how they meet each of the following requirements:

Successful candidates will have the following minimum qualifications:

1. Education:

- Bachelor's degree in Education, Science, or other related fields.

2. Work Experience:

- Minimum of 3 years of progressively responsible experience working in STEM Education programs
- Minimum of 3 years of experience in training and facilitation for adult audiences using adult learning principles and methodologies, and working with large audiences
- Minimum of 3 years of experience working in cross-cultural environments, especially with international participants.
- Minimum of 3 years of experience in community development programs, preferably with volunteer programs.
- Minimum of 2 years of experience designing and executing a training continuum.
- Fluency in both English and Kiswahili (written and spoken) is required, and an ability to quickly and accurately switch between Kiswahili to English, and vice versa.

The following preferred qualifications and experience are also desired:

- Master's degree in related field.
- Attention to detail and experience creating efficient processes.
- Working knowledge of using basic computer applications such as Microsoft Word, Excel, Outlook, PowerPoint and other office applications.
- Demonstrated abilities to maintain professional networks of contacts with organizations and/or government officials through personal contact and correspondence.
- Ability to work under time restraints and manage competing priorities.
- Ability to contribute to process improvements by assessing, analyzing, and recommending solutions.
- Ability to coordinate effectively with other units and external parties in achieving specific objectives.
- Experience in supporting small grant activities and programs.
- Ability to communicate using Kenyan Sign Language.