

**Pre-Service Training (PST)
Site Administrative Assistant (SAA)**

Scope of Work

Duration of contract	December 22, 2022 to April 3, 2023
Training of Trainers (TOT)	December 27, 2022 to January 20, 2023
Pre-Service Training (PST)	January 23, 2023 to April 3, 2023
<i>*note that several holidays fall within this period. The total working day shall not exceed (82 days)</i>	
Reports to	Training Assistant (TA)
Coordinates with	PST Core Staff, and other PST Staff, PC/Thailand Staff, Resource Volunteers, guest speakers, and local resource persons
Evaluated By	Training Assistant (TA)

POSITION SUMMARY

The Site Administrative Assistant (SAA) works under the direction and guidance of the Training Assistant (TA) to assume responsibility for the overall administration of the logistical component of Pre-Service Training (PST). The AA will work closely with the Program Training Assistant, Program and Training Specialists, Core Staff and program staff to ensure that logistics/administration is provided and effective support to both PST staff and trainees throughout the Train of Trainer (TOT) and PST events.

This is a contracted position and requires living and working fulltime at the central PST training site. The SAA will be required to follow a six-day work week, with additional preparation time and activities in the evening, and on weekends and holidays.

MAJOR DUTIES AND RESPONSIBILITIES

Before Pre-Service Training (PST)

- Learns and understands Peace Corps’ goals, policies, training philosophy, and design, performance objectives and evaluation methods.
- Becomes familiar with the overall objectives, design, and delivery of various PST components and support needs of all components.
- Participates in pre-PST planning meetings and activities including full and active involvement in the TOT.
- Assists the PST core-staff in final preparation of the all components for the Calendar of Training Events (COTE).

- Liaises with host country agency representatives, local community officials, schools, TAOs/ SAOs and community leaders, and resource persons at the chosen training site to ensure full cooperation and collaboration.
- Complete online trainings required by Peace Corps.
- Other duties as assigned

Pre-Service Training (PST)

- Complete trainings required by Peace Corps.
- Assists TA in the development and implementation of policies and procedures regarding the use of and access to all Peace Corps and/or training site equipment and services.
- Assists TA and HC to identify and arrange the rental houses/ accommodation for staff and host families for trainees.
- Assists TA and HC to coordinate with PST staff, landlords and host families on supplies and equipment may require.
- Assists in photocopying and preparation of training materials.
- Oversees the care and maintenance of the photocopy machines and coordinate with the TA to contact company service if necessary.
- Purchases and manages supplies, maintain supply & equipment inventory log. Monitor the use of all PST supplies and coordinate the proper return of unused supplies to the PC Bangkok at the end of PST.
- Coordinates regular training supplies such as newspapers, drinking water, coffee breaks, etc.
- Maintains staff attendance log, phone and fax logs, bicycle logs, and other records.
- Makes arrangements with local photo shop to take new Trainer photo during TOT/ Trainee photos in week one of PST.
- Assists PTS and PTA to prepare all official correspondence and invitation letters, certificates for local community partners, and all other documentation for the technical component including logistics and admin matters.
- Records and file document for a project. Assists TA with any correspondence between PST staff and training community leaders and partners.
- Assists TA in scheduling all PC vehicles used for the PST and, in conjunction with PST drivers, assure that all vehicles are kept in proper operating condition.

- Based upon the requirements of PTSs and Language and Cross–Cultural Coordinators, identify and organize, with the help of the TA, all logistical support necessary to facilitate staff and Trainee travel, site visits, field trips, social and other events.
- Coordinates the care of PST physical facilities; the cleaning of the office and meeting space, setting up of conference room, use/keep of audio-visual equipment, as well as other services provided by the local training site staff.
- Arranges all lodging needs with training venue (hotel or community location) and submit monthly.
- Coordinates any meal service required during TOT, PST orientation week, hub training days, and final PST week. Takes care of timely reporting of meal costs.
- Participates in any additional negotiations with training site that may arise out of necessity during PST.
- Evaluates above services and recommends alternate designs and/or improvements.
- Meets with the TA on a weekly basis to discuss the PST site conditions, upcoming requirements, logistical matters and any concerns of the PST staff and trainees.
- Attends weekly staff meetings to solicit the logistical needs for the training program.
- Be accessible to trainees to provide technical and/or cultural information and insight. Helps PST staff to research and assemble information on community resources (bank, post office, and internet locations, markets, tourist attractions, and more).
- Participates in training sessions as appropriate or requested.
- Maintains a professional and positive public image with the training staff, Trainees and the local community.
- Prepares final financial report, to be submitted to TA no later than two (2) days prior the Swearing-In, to include an overview of the logistical advantages and constraints of the hub training site, a final PST supply list, and recommendations for future Pre-Service Training programs.
- Performs other related tasks that assigned by TA.
- Other duties as assigned

Safety and Security

- Assists the Training Manager in developing, assessing and redesigning competencies and training sessions as required.
- Evaluates and reports Volunteer/Trainee acquisition of safety and security competencies.
- Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and Training Manager.

- Supports the safety and security systems that are in-place for pre-service training, including reinforcing Trainee roles and responsibilities related to personal safety and security.
- Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

REQUIRED QUALIFICATIONS

- 1 year of related work experience in administration, business, or other relevant field
- Fluency in written and spoken Thai
- Proficiency in English; strong written English skills
- Excellent computer skills, including using Microsoft Office (Word, Excel)
- Good working knowledge of administrative procedures, organizational skills and accounting/budgeting skills
- Ability to perform administrative responsibilities efficiently and in compliance with Peace Corps and relevant regulations
- Ability to take initiative and work with minimal supervision
- Ability to work within a cross-cultural team which includes American and Thai staff
- Strong communication and organizational skills
- Interpersonal skills: flexible, adaptable, reliable, sense of humor, sensitivity to gender and diversity issues
- Be able to work hard under pressure
- Ability to negotiate with 3rd party vendors and other agencies
- Ability to ride a bicycle will be an advantage
- Preferred: University degree
- Preferred: Prior experience working with international organizations, Americans, and/or experience living abroad in the United States

Application Period: September 7, 2022 – September 21, 2022

To apply: Submit a complete resume to PCThailandJobs@peacecorps.gov

Notes:

- Only short-listed candidates will be contacted.

- One or more positions may be filled from this announcement.
- Contracting Officer reserves the right to accept late applications on an ad hoc basis
- Candidates must indicate if they have ever previously served as a Peace Corps Trainee, Volunteer, or Staff member.
- Peace Corps reserves the right to withhold an offer from any candidate with a prior history of poor performance or conduct as a Peace Corps Trainee, Volunteer, or Staff member.
- Peace Corps reserves the right to withhold an offer to any candidate that is a relative or household member of any current Peace Corps staff member.
- Peace Corps will not discriminate against an applicant because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older, except when the applicant is beyond the mandatory retirement age of 60 years old), disability, or genetic information.