

**Pre-Service Training (PST)  
Teacher Empowerment for Student Success (TESS)  
Project Training Assistant**

*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 contract shall not exceed (82 days)</i>	
Reports to	Program and Training Specialist (PTS)
Coordinates with	Program and Training Specialist (PTS), Volunteer Support Assistant (VSA), Language Integration Facilitators (LIFs) and other PST staff, TESS Program Manager (PM), Training Assistant (TA), Training Manager (TM), Director of Programming and Training (DPT), and other PC/Thailand staff, Resource Volunteers, guest speakers, homestay families, and local resource persons
Evaluated By	Program and Training Specialist (PTS)

**POSITION SUMMARY**

The Project Training Assistant (PTA) works closely with the Program and Training Specialist (PTS) to coordinate, implement, and evaluate a comprehensive technical training component for the Education Project. The PTA supports the PTS to ensure that trainees develop the skills, knowledge, and attitudes necessary to work effectively in the TESS assignment. S/he is responsible for the coordination of the local schools and local education officers in order to develop appropriate training as well as observe practical teaching classes and activities as requested by PTS; designing and supervising practicum and community activities for trainees. The PTA will also be responsible for assisting the PTS in developing training materials, handouts, and resources that the trainees will be able to use at their sites. And also keep track on task assignments and homework deadlines. The PTA will work closely with TESS Site Administrative Assistant (SAA) to ensure the logistics of the technical training will go smoothly.

This is a contracted position and requires living and working full-time at the central PST training site, with frequent travel to training villages. The PTA 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, and training philosophy.
- Learns about Peace Corps policies and procedures regarding Volunteer/Trainee.
- Works with PTS in order to develop a thorough knowledge of the project plan.
- Participates in pre-PST planning meetings and activities including full and active involvement in the TOT.
- Assists the PTS in the final preparation of the technical component for the Calendar of Training Events (COTE).
- Supports PTS in the technical component, where needed.
- Coordinate with local community officials, schools, community leaders, and resource persons for smooth cooperation and collaboration.
- Work closely with Site Administrative Assistant (SAA) regarding logistics and administration matters for TESS Trainees throughout PST.
- Complete online training required by Peace Corps.
- Other duties as assigned

### **During Pre-Service Training (PST)**

- Serves as a key member of the PST team and is willing to work long hours while maintaining a positive and constructive attitude and maintaining a high level of motivation, seriousness, and preparedness in training.
- Builds and maintains positive relationships, a spirit of cooperation, and teamwork with all PST staff and trainees.
- Coordinates with local community officials, leaders, and resource persons at the chosen training site to ensure full cooperation and collaboration. Assists PTS in contacting and communicating with schools and education officials in training villages.
- Surveys and selects resources and training venues in training villages for all technical training activities. Coordinates with local schools and helps to implement practical technical sessions and field trips.
- Supports the safety and security systems that are in place for PST, including reinforcing to trainees their roles and responsibilities related to their personal safety and security.

- Assists PTS to observe practical teaching class and other activities assigned in order to provide appropriate feedback towards Trainees' performances.
- Helps PTS to monitor all technical training activities.
- Assists PTS to design, implement, and evaluate the hands-on practicum activities with local schools and education offices. Provides trainees with the tools they need to apply newly gained knowledge and skills in real school settings.
- Works closely with Site Administrative Assistant (SAA) regarding logistics and administration matters for TESS trainees.
- Assists PTS to communicate with Resource Volunteers, when needed.
- Prepares all official correspondence and invitation letters, certificates for local community partners, and all other documentation for the technical component.
- Helps to document/prepare training aids & equipment for all guest speakers' sessions (including materials/handouts, as well as an evaluation of the presentation).
- Provides trainees with specific feedback on their performance and progress within the technical component on a regular and timely basis.
- Participates in regular TESS and PST staff meetings to evaluate the progress of the training program.
- Follows all reporting procedures and submits weekly and other regular reports to the PTS within the deadline.
- Helps PTS to prepare and submit a final PST technical report following an established format (in both soft copy and hard copy) to the Country Director (CD), DPT, and TM.
- Maintains professional behavior and is a role model and cultural representative and counselor for trainees.
- 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

- Bachelor's degree in Education, English, Humanities, or another related field (Preferred: Masters degree)
- Experience in teaching and familiar with a student centered approach.
- Knowledge about the Thai education system
- Experience supporting teams as an assistant or secretary
- Ability to work within a cross-cultural environment, especially in Thai and American culture
- Native Thai speaker
- Proficiency in English communication: speaking and writing
- Strong and experienced in administration: coordination and organizational skills
- Good presentation skills
- Personal skills: flexible, adaptable, reliable, good interpersonal, sensitive to gender and diversity issues
- Good knowledge of Microsoft Office i.e. Word, Excel, PowerPoint
- Strong communication and interpersonal skills
- Ability to ride a bicycle

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

**To apply:** Submit a complete resume to [PCThailandJobs@peacecorps.gov](mailto: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.