



VACANCY ANNOUNCEMENT

The United States Peace Corps Togo is seeking a
Training Center Manager

- OPEN TO:** Eligible and qualified candidates
- POSITION:** Training Center Manager
- OPENING DATE:** January 31, 2024
- CLOSING DATE:** February 21, 2024
- STATUS:** Full Time (40 hours per week)
- SALARY:** Compensation starting at 11,938,415F CFA per year, negotiable based on salary history and experience. Benefits include meals allowance, transportation allowance, family medical insurance, and annual bonus.
- LOCATION:** Pagala, Togo

POSITION OVERVIEW

The Training Center Manager (TCM) is responsible for ensuring the smooth functioning of the Pagala Training Center (PTC) located in Pagala.

This position maintains ongoing communications and planning between the PTC and the Peace Corps office in Lome. The TCM works under the supervision of the Director of Management and Operations (DMO) and works closely with Programming and Training staff, in particular the Training Manager (TM), as well as with the General Services team. The TCM manages all PTC contractors (cooks, cleaners, plumbers, carpenters, laborers, etc,) and is responsible for a range of responsibilities as follows:

Training logistics: Working in close consultation with the TM, the TCM manages the logistical aspects of training programs such as the procurement of food and supplies, meal preparation and planning, facilities management, dormitory preparation and room assignment for Trainees, Volunteers, staff and guests.

Property management: Monitors, initiates and oversees needed cosmetic and structural repairs, upgrades, cleaning and maintenance to all structures.

Safety and Security: In consultation with the General Services Manager (GSM) (with regards to staff) and the Safety and Security Manager (SSM) (with regards to Trainees and Volunteers), manages and ensures safety and security standards as specified for Peace Corps facilities.

Country Program Information

In 1961, United States President John F. Kennedy established the Peace Corps, an independent US Government Agency, to promote world peace and friendship through the service of American Volunteers abroad. The Peace Corps has 3 goals:

- To help the people of interested countries in meeting their need for trained men and women.

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- To help promote a better understanding of Americans on the part of the peoples served.
- To help promote a better understanding of other peoples on the part of Americans.

In Togo, the first Peace Corps Volunteers arrived at the invitation of the Togolese government in 1962. Except for the 2020 – 2022 COVID-19 pandemic period, the program has been continually active since then, and to date has hosted over 3000 Volunteers. Prior to evacuation for COVID-19, the program brought in approx. 50 trainees per year, giving a total in-country presence that, on occasion, exceeded 100. With the return to service, Volunteer are eventually expanding to serve across four of the five districts of Togo in three different sectors:

Promoting Agricultural Education for Sustainability (PAGES), where Volunteers assist smallholder farm households to achieve food and nutrition security, sustainable livelihoods, and increased resilience.

Targeting English Education for Change (TEECH), where Volunteers work with girls and boys in public schools to strengthen their communication skills in English and provide more equitable access to academic and/or professional opportunities.

Community Health Education and System Strengthening (CHESS), where Volunteers assist rural communities to obtain improved health outcomes through education and strengthened Ministry of Health systems.

Reference Materials

The PSC must frequently refer to the following reference materials to successfully perform the duties and responsibilities of this position:

- Emergency Action Plan (EAP). PSC must actively participate in annual training and testing of the EAP. Responds to emergencies in accordance with post's EAP
- Peace Corps Manual Section 270 (Volunteer/ Trainee Safety and Security)
- Peace Corps Togo Site Management Manual
- Peace Corps Togo Volunteer Service Handbook

MAJOR DUTIES AND RESPONSIBILITIES

The duties of the TCM include but are not limited to:

Administration:

- Serve as PC's representative in Pagala/Blitta; Liaise with administrative, religious, private sector, and traditional authorities in the region;
- Oversees the administration and operations of PTC physical infrastructure (structures, grounds, electrical and plumbing systems, safety etc....)
- Recruits and oversees service contractors;
- Ensures the accuracy of and approves vendor time sheets and vouchers In collaboration with the Finance Assistant, prepares submission requests for the procurement of all supplies;

Management:

- In close collaboration with the General Services Manager, evaluates the needs for short term labor, drafts SOWs, and recruits needed laborers.
- Coordinates the work schedules (daily, weekly, monthly) of PTC contractors, including cooks, cleaners, maintenance personnel, and drivers at the training site;
- Establishes procedures and systems for efficient and cost-effective operations;
- PTC;
- In collaboration with the General Services team, identifies sources of supplies and labor; obtains pro forma invoices for necessary maintenance and repair services, supplies, and tools;
- Oversees needed repairs to structures, grounds, electrical and plumbing systems, safety, etc.; Inspects completed jobs and prepares receiving reports for maintenance and repair services rendered;
- Develops and maintains database of skilled technicians (plumbers, electricians, etc.) for future needs.

Food Service Management

- Manages all aspects of food service at PTC, including, but not limited to, procurement, food safety, special accommodations for dietary restrictions, and food preparation and service.
- In collaboration with the head cook, prepares weekly and daily menus to provide nutritionally balanced meals within the budgeted amounts;
- In collaboration with the head cook, supervises and maintains a comprehensive inventory of all food supplies;
- Maintains records of food supplies consumption;
- Maintains records of daily meals and current costs per person;
- Solicits feedback from Trainees/Volunteers/Staff to continuously improve meals within the allotted budget.
- Provides analysis of relevant data on food supplies and utilities for management and budgetary decisions;

Sub-cashier:

- May be designated as sub-cashier. Responsibilities as a sub-cashier include performing limited cash disbursements as directed by the Director of Management and Operations, proper disbursing and collecting of funds, proper accounting for funds advanced, safeguarding funds advanced, and accepting personal responsibility and financial liability for funds after successful completion of the requisite training for performing sub-cashier duties. (See MS 760 and OFMH 13)

Inventory Management

- Understands and applies rules and regulations concerning inventory management according to relevant Peace Corps Manual Sections including 511 and 711;
- Establishes and enforces adequate inventory control procedures, including maintenance of accurate inventory log at all times;
- Assures that inventory is verified in accordance with Peace Corps inventory management procedures (Manual Section 511) at least annually, and new items tagged and logged upon arrival and/or purchase by the General Service Office;
- Manages movement of Peace Corps property in Trainee/Volunteer/Staff possession;
- Operates and maintains stockrooms and warehouses for the storage of consumable supplies - food, cleaning and maintenance supplies.

Training Center Motor Pool

- Ensures accurate communication of PTC transportation with the Logistics Coordinator; this includes movements of Volunteers, staff, guests, and laborers when appropriate. Participate in transport logistics meetings; support Logistics Coordinator to manage transportation logistics in/around PTC.

Events Management

- Ensures the smooth operational management of Pre-Service Training (PST) and all events held at PTC including logistics and administration;
- Coordinate event planning with programming and training (P&T) staff, ensuring the planning and execution of logistical aspects of training programs;
- Procurement of food, supplies, and materials;
- Ensures that the training venues are physically sound and properly equipped in time for all training events;
- Provides effective liaison, support, and assistance to the Training Manager;
- Provides support to Trainees and Volunteers during their stay at the PTC. Coordinates with Training Manager, Program Managers, PCMOs, SSM in providing this support;
- Verifies that PTC staff, Volunteers, Trainees, and visitors to the center are following stated Peace Corps policies and guidelines; particularly as it pertains to PTC use.
- Ensure the on-time functioning of all Audio-visual and IT equipment needed for training events, under the guidance of the IT Manager.

Safety and Security

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- Immediately communicates Volunteer safety and security concerns and issues to the SSM and CD.
- In collaboration with the Safety and Security Manager (SSM), Director of Management and Operations (DMO), and Peace Corps Medical Officers (PCMOs) develops appropriate health and safety standards and ensures they are maintained at the PTC; orients staff and PCVs/Ts to safety procedures and runs drills under the guidance of the GSM and/or SSM.
- Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons, or articles.
- When needed and at the request of the CD, PCMO, DPT or SSM, provide Safety and Security support to PCVs, staff, or guests of the PTC;
- Knows how to use a fire extinguisher;
- Knows the PC office evacuation plan, Emergency Action Plan (EAP), and ensures their proper implementation at the PTC in the event of an emergency;
- Complies with PC confidentiality policies in accordance with Manual Sections 271 and 243.
- Evaluates home stay sites to ensure conformity to established standards for safety and security of Trainees. Ensures host families and local officials are willing and able to provide appropriate support to Trainees/Volunteers. In coordination with SSM, SSA, PCMOs and TM, coordinates orientation for host families, including safety and security matters related to Trainees. Assists TM and DPT in developing safety and security systems for pre-service training and supports safety and security training objectives, including reinforcing Trainee roles and responsibilities related to personal safety and security;
- Responsible for the overall safety and security of Volunteers who are residing at the PTC. Works with the SSM to develop and monitor PTC safety and security procedures and ensure that procedures are followed at all times, including prohibiting access by unauthorized persons. Coordinates with GSM and Regional Security Officer (RSO) to ensure that PTC complies with established physical security standards required by Peace Corps and State Department policies and procedures;

Village Based Training (VBT) Preparation

- Lead host family/VBT site preparation support, including but not limited to: security and housing upgrades, fumigation, furniture, and supplies;
- Liaise with administrative and traditional authorities in the region (Mayor, Gendarmes, CSB, Chief of District, etc.) as required for the training programs to proceed.

IT Maintenance

- With support and guidance from the ITS, coordinates and oversees repair and maintenance of the IT infrastructure;
- Develops/coordinates a regular maintenance schedule in coordination with the ITS.

Other

- Peace Corps Togo is dedicated to reducing carbon emissions and to contributing to a cleaner, more environmentally sustainable presence. The TCM will be responsible for ensuring that all PC Togo climate change and sustainability measures are implemented at the PTC. This includes, but is not limited to: avoiding the use of single use plastics such as water bottles and sachets; composting kitchen and garden waste; using natural forms of pest control where possible; sensitizing residents to shut off of lights and AC's when not in use, and so on.
- PC Togo is committed to the equitable inclusion and support of staff, Volunteers, and Trainees from diverse backgrounds. This includes diversity based on ethnicity, race, gender, sexual orientation, religion, economic and educational attainment, and more. The TCM must adhere to this commitment in all aspects of their work lives, including: becoming educated on topics related to diversity and inclusion, treating all PCVs/Ts/and staff with respect and fairness no matter their diverse backgrounds, and requiring vendors and contractors at the PTC to do the same.
- Coordinates all , catering, cleaning, laundry and maintenance duties;
- Serves as back-up support for and/or carries out the duties and responsibilities of other colleagues when deemed necessary by the Country Director and/or Supervisor for the successful implementation of Peace Corps program(s) and/or operations in Togo;

Performs other duties or assignments, when deemed necessary by the Country Director and/or Supervisor, for the successful implementation of Peace Corps program(s) and/or operations in Togo.

Occasional Money Holder

The Contractor may be requested to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The Contractor may also be required 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 Contracting Officer.

Supervisory responsibilities

Supervisory responsibilities will be limited to supervising other Private Service Contractors (PSCs), after successful completion of training requisite to supervisory duties.

COVID-19 and Other Flexibilities

If there is a time at post, due to the COVID-19 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/Togo, 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.

ROLES AND RESPONSIBILITIES

- Position is a member of the Management and Operations unit;
- Position is supervised by the Director of Management and Operations;
- Position has direct reports and IGF responsibilities.

LOGISTICS

The duties and responsibilities of the Training Center Manager are primarily executed from the center in Pagala. Travel to the field and PC Lome office may be required.

LEVEL OF EFFORT

The Training Center Manager will work a 40-hour week schedule, with occasional nights/ weekends/ holiday hours required.

MINIMUM QUALIFICATIONS

Education:

- Completion of Post-Secondary School is required with a minimum of 3 years of work experience in facilities management;
- Advanced diploma in property/estate management or in a related field is preferred.

Language Requirement:

- Fluency in written and spoken English and French are required;
- Fluency in speaking one or more of the local languages is required.

Work Experience:

- At least three years performing progressively responsible similar work is required.

- One year performing such work in an international organization, or other development organization is required.

Professional/Technical Training:

- One year of Vocational real estate training or work experience is desirable.

Certification or Licensing Requirements

- A current, valid driver's license A and B is required.

Knowledge, Skills, and Abilities

- Working knowledge of Microsoft Office Suite;
- Knowledge of building and grounds maintenance operations;
- Familiarity with office technology and equipment, including computers, scanners, printers, phone systems, etc;
- Ability to supervise a multi-trade workforce effectively, including devising work schedules and providing on-the-job instruction;
- Ability to effectively organize time and activities to meet reporting deadlines;
- Ability to work successfully in cross-cultural situations with Americans.
- Ability to function well both as a team member and independently.

HOW TO APPLY:

A complete application will include:

1. A cover letter in English
2. A current curriculum vitae or resume in English
3. Copy of relevant diploma(s) or degree(s)
4. Work certificates (to support your previous employment)
5. A valid police record (Casier Judiciaire datant de moins de trois mois), and
6. Completed application form (attached to this email)

Your application materials will be scored against the minimum and desired qualifications, so please include sufficient information. Do not submit any other documentation with your application. The application should be submitted to:

E-mail Address: TG-JOBS@peacecorps.gov
Subject Line: PSC-01-2024_Training Center Manager_ Surname, First Name

Note: Paper applications will not be considered. Due to the high volume of applications received, we will only contact applicants who will be invited to an interview. Thank you for your understanding.

Limitations:

Award of this contract is contingent on availability of funds, reference checks, and completion of a security certification.

Peace Corps reserves the right to not evaluate or to withhold an offer of a personal services contract to an individual that has a history of poor performance or conduct as a Peace Corps Trainee, Volunteer, or staff member (USDH, PSC, or FSN).

Peace Corps reserves the right to withhold an offer of a personal services contract to an individual that is a relative or household member of a current Peace Corps staff member.

Individuals who have current or prior connections with intelligence activities or agencies through employment, related work, or even family relations may be ineligible for a personal services contract. The selected individual will be required to comply with any medical and/or training requirements specified for their position in accordance with public health and/or occupational health or safety policies.