



VACANCY ANNOUNCEMENT POSITION: TRAINING ASSISTANT

DUTY STATION: Rabat/Other rural areas in Morocco: *(TA must relocate to another location for 3 months during Pre-Service Training.)*

DATE OF ENTRY ON DUTY: As soon as possible

SALARY LEVEL: An annual gross total pay of 150,646.00 based on 40-hours/week including allowances, competitive bonus and benefits. The US Peace Corps offers an attractive, competitive package including CIMR, CNSS, Health and Disability Insurance, Annual Leave and other benefits.

DEADLINE FOR APPLICATIONS: June 10, 2018

The United States Peace Corps is seeking a Training Assistant. The Training Assistant has the primary responsibility for administrative, logistical, financial and resource management support for all training events. The TA supports the programming and training unit in maintaining quality training for Peace Corps Morocco.

One or more candidates may be selected from this advertisement, based on need and availability of funding.

JOB RESPONSIBILITIES [Full description of all duties will be listed in Training Assistant's Statement of Work]:

Logistics & Administrative Support

- Assist Training Manager (TM) with all preparations for Pre-Service Training (PST) and all In-Service training (IST) events
- Assist the TM in all communication with participants, staff, and venue coordinators prior to, during and after each training event.
- Arrange all required facilities at the training site, including transportation, supplies, set-up etc.
- Set up control systems and storage areas for supplies and equipment
- Support the training staff in creating, collecting and compiling Volunteer and Trainee assessments and assists in distributing these results to appropriate staff or participants.
- Work with session facilitators to ensure all training venues are prepared, equipment is ready for use and in working order

Financial Support

- Assist TM and Director of Programming and Training (DPT) with budget preparation as well as documentation and management of training related expenses.
- Set up and maintain a transparent and accountable system for disbursements and recording of payments and expenditures
- Prepare all required financial documentation, and submits to the TM for clearance.
- Liaise with the Peace Corps cashier to establish systems for receiving, distributing and documenting cash payments.

Materials & Resource Management

- Compile supply lists for each training event, and maintains and inventories training materials
- Organize record keeping systems for training documentation, including reports, forms, evaluations and support materials from previous training events.
- Assist with translation, editing, proofreading of training related materials such as schedules, handbooks, manuals, PowerPoint presentations, or handouts.

Volunteer Support

- Help to organize the collection of training and other materials. Assist in developing a distribution plan and ensures that Volunteers receive the required training materials.
- Collaborate with programming and training staff to devise creative ways in which to collect and share volunteer-produced resources.
- Conduct community based training (CBT) visits and site visits to Trainees and Volunteers as needed.

- Follow post policies addressing Volunteers' safety and security and provides support and guidance directly to Volunteers in order to help them manage their own safety.

Work Experience- Qualifications- Requirements

Required Qualifications:

- University degree (BA/BS)
- Fluency in English, working knowledge in French and native proficiency in written and spoken Arabic
- At least one year of experience in administration and logistics support
- Experience with training or event planning
- Strong computer skills and ability to troubleshoot electronic and technical problems
- Exceptional organizational skills
- Excellent interpersonal and cross-cultural communication skills
- Flexible, motivated and self-directed
- Ability to work independently and as part of a team
- Ability to act with diplomacy and tact with staff, Volunteers, Trainees, community members and members of government
- Moroccan citizenship

Desired Qualifications:

- Prior experience working in an international organization and/or experience living abroad
- Experience with fleet management, budgeting and procurement
- Oral and written proficiency in Tamazight or Tashelhit
- Driver's license and at least 6 months driving experience

For consideration, all applicants must submit a Resume (CV) together with a Cover Letter stating in detail how their education and experience fulfill the requirements of the position. Submitted material must address all listed requirements.

Both Cover Letter and Resume (CV) must be type written in English and emailed by closing deadline to:
hr@ma.peacecorps.gov

Please include the title of the position for which you are applying in the subject line of your email.

Only applicants selected for interviews will be notified by telephone and/or email.

All experience, skills and qualifications will be verified. Employment is contingent on a favorable security background check.

The United States Peace Corps is an Equal Opportunity Employer.