



Peace Corps – NEPAL

Limited-term Contract Statement of Work

Position Title: Pre-Service Training Site Secretary (and back-up Language and Culture Facilitator)

Work Hours: Full time + This is a limited-term (December 9, 2019 to April, 23, 2020) contract position.

Reports To: Training Manager/Training Coordinator

Position Summary:

Under the direct supervision of the Training Manager (TM) and the Training Coordinator (TC), the Site Secretary assists the Training Administrative Assistant (TAA) in secretarial and logistical support, knowledge management, property management and inventory, to ensure an effective and efficient Pre-Service Training (PST). The Site Secretary also collaborates with the Senior Language and Culture Facilitator (SLCF) and serves as a back-up LCF, working directly with American Peace Corps Trainees in helping them learn about the Nepali language and culture. SS will be required to follow a six-day work week and work during holidays. Works hour is not limited to 8:00 AM – 5:00 PM and no provision for overtime.

REQUIRED QUALIFICATIONS:

1. Must have a Secondary Education level degree (High-school or College)
2. Able to communicate in oral and written English with Peace Corps Trainees and staff.
3. Must be fluent in both written and spoken Nepali, and able to train others in speaking Nepali.
4. Must have excellent computer skills, must be proficient in Microsoft Office (word, outlook, excel, PowerPoint, etc.)
5. Must be highly organized and able to multi-task.
6. Must be able to live and work outside of Kathmandu for 13 to 15 weeks

DESIRED QUALIFICATIONS:

1. Knowledge / skill in bookkeeping/accounting
2. One year of experience as a secretary with an international corporation or INGO.

MAJOR DUTIES AND RESPONSIBILITIES

PRE-SERVICE TRAINING SUPPORT:

1. Collaborates with the TC and TAA to create, reproduce, collate, distribute and file training handouts, session plans, reports, correspondence, and memos.
2. Coordinates the preparation (duplication, distribution) of necessary learning materials.

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3. Develops and maintains a filing system (electronic and hard-copy) for all training related documents.
4. Assists the TAA in inventory and packaging of PST supplies and equipment, recommends purchases in order to maintain adequate inventory of necessary training supplies.
5. Collaborates with the TAA to maintain storage areas with emphasis on organization, logical use patterns, and security. Assists in monitoring of all the property and recommends corrective actions to TAA and TC.
6. Ensures effective communication between the training hub site and the training clusters, and between the hub site and the Peace Corps Office in Kathmandu.
7. Manages the training site mail distribution procedure in coordination with the TAA and PST Drivers.
8. Makes appointments for PST staff as requested.
9. Identifies and confirms accommodation for visitors staying at the training site and assists the TAA and Drivers in travel planning.
10. Participates in General TOT.
11. Assists in monitoring the safety and security situation in and around PST sites, and reports any concerns immediately to the Training Manager.
12. Integrates into the community at the Training site, with a focus on developing positive relationships with community members during PST.
13. Carries out additional duties as assigned by Training Administrative Assistant, Training Coordinator, or Training Manager.

LANGUAGE and CULTURE TRAINING

1. Participates in the Language and Culture Facilitator Training of Trainers (TOT) and develops a collegial working relationship with LCFs.
2. Familiarizes himself/herself with training methodology for teaching language and culture to adults.
3. Travels to training cluster sites to observe LCFs conducting language training. Actively seeks advice from LCFs and provides feedback to LCFs.
4. At the request of the TC (and in collaboration with the TAA), acts as a substitute LCF as needed.
5. Acts as an informal cross-cultural and language informant for Peace Corps Trainees by interacting closely with them during PST.

SAFETY AND SECURITY

1. Is knowledgeable of the Peace Corps Emergency Action Plan (EAP) and in the event of an emergency conducts his/her role in helping to ensure the safety of Peace Corps Trainees and Staff.
2. Assists in planning for maintaining safety and security, and maintains vigilance in identifying, reporting, and responding to safety and security incidents to the TM and Peace Corps Safety and Security Coordinator.



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3. Collaborates with TAA and TM to periodically evaluate the safety and security situation of the Training Site.
4. Integrates into the community at the Training site, with a focus on developing positive relationships with community members during PST.

OTHERS

1. As required and instructed by the Supervisor/Training Manger
2. Follows Peace Corps Policies and Behaviors of Professional trainer/staff