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**POSITION ANNOUNCEMENT**

**Programming and Training Specialist (PTS ENV)**

**OPEN TO: All interested candidates**

**OPENING DATE:** September 23, 2024

**CLOSING DATE:** October 6, 2024

**POSITION STATUS:** Full time (40 hours per week)/local hire

**LOCATION:** Dakar, Senegal

**COMPENSATION:** Gross salary + benefits: 18,039,851 CFA to 28,840,223 CFA/annum.

The United States Peace Corps in Senegal seeks a qualified individual to fill the position of Programming and Training Specialist for environment sector. The position is based in Dakar and reports directly to the Program Manager (PM). The Programming and Training Specialist for environment (PTS ENV) will work closely with the programming and Training teams, the safety and security team and the admin. team.

The goal of the Environment Program is to assist individuals and communities in Senegal to sustainably manage their natural resources, ensuring food security and a healthy environment. It currently has 25 American Volunteers working throughout Senegal. The project has three objectives:

* Increase youth’s and adult’s capacity to be good environmental stewards (Environmental education);
* Incapacity the capacity of communities to plant and care for trees in order to increase access to nutritious foods, generate income, and restore and protect land (Tree propagation, maintenance and diversification);
* Increase the capacity of communities to manage natural resources and environment in sustainable, healthy, and productive ways (Natural Resource and Environmental Management).

The PTS ENV supports the PM in planning, implementing, managing and evaluating the Environment program and assists in providing technical and administrative support to Peace Corps Volunteers and Trainees. The incumbent serves as a lead technical trainer during Pre-Service and In-Service trainings (PST/IST), enabling training and programming to be fully integrated into the Environment Project. He or she serves as an important member of the Programming and Training Team, supporting cross-sectoral initiatives. He/She provides also support in the partnership building for the project implementation. The incumbent is authorized to act as Occasional Money Holder (OMH)\*.

**Country Program Information**

Senegal is host to one of the most respected Peace Corps programs in Africa. The program began in 1963 and currently integrates the goals of the governments of the United States and Senegal, with emphasis on activities that meet the needs of the Senegalese people at grassroots level. With three sector-based projects – Agriculture, Environment and Health – the program is designed to enhance national development and ensure sustainability. Prior to global evacuation in 2020, 300 Volunteers helped build local capacity throughout the country, working in all administrative regions.

Since 2009, Peace Corps Senegal has partnered with and received funding through Feed the Future/USAID for the promotion of food security. This initiative cuts across all three sectors, touching on aspects from improved cultivation techniques to nutrition education to transforming and selling agricultural products; the acclaimed Master Farmer program emanates from this initiative.

Peace Corps staff includes 3 US Direct Hires, 50 full-time local staff, 23 seasonal staff based at the Thies Training Center (TTC), one Regional Office in Tambacounda and three field-based Regional Coordinators in the regional capitals of Thies and Tambacounda.

**MAJOR DUTIES AND RESPONSABILITIES**

**Plan, prepare and deliver trainings to PC Senegal’s Environment Volunteers as well as their community counterparts/work partners and farmers, under the direction of the Program Manager (PM)**

* Serve as a technical trainer for the Environment Pre-service training (PST), In-Service Training (IST) and other training events;
* Identify Volunteers’ technical training needs based on personal contact and knowledge of projects, food security initiative, Volunteer reports and contacts with partners;
* Organize and coordinate training events and field visits;
* Participate in the design and development of training materials;
* Perform administrative and project related tasks as required.

**Assist in the implementation of the Environment project and in the continuous provision of volunteer support**

* Participate in the Volunteer site selection, counterpart selection, and site preparation process;
* Participate in the implementation of training and demonstrations at designated farms;
* Monitor Government of Senegal (GOS) and Non-Governmental Organization (NGO); activities and initiatives in the areas of Environment and maintain contacts with partners, including the members of the Program Advisory Committee (PAC);
* Research collaborating opportunities with other government and non-governmental agencies that Peace Corps is not currently working with;
* Act as resource person for Volunteers for technical, logistical and moral support;
* Assist PCVs with project design, implementation and monitoring planning and development of their community-based projects;
* Review small grant proposals and provide feedback to the PM or the Small Grants Coordinator with PM’s approval;
* Conducts technical site visits and quarterly check-ins with PCVs;
* Provide coverage as Acting Program Manager (PM) when requested.

**Assist in the overall communication between Volunteers and Staff**

* Participate in staff meetings and play an active role in the staff decision making processes;
* Prepare presentations and articles for staff and PCVs that may include information gleaned from incoming periodicals, pertinent information gathered from partnering organizations or responses to Volunteer inquiries that may impact Peace Corps programming.

**Assist in the management of the reporting system and program records**

* Track the receipt of reports and prompt Volunteers to submit them on time;
* Encourage and prompt Volunteers to prepare data collection tools and submit them to staff;
* Bring urgent issues in the reports to the attention of the PM, make feedback suggestions to Volunteers reports (VRG), although ultimate responsibility for summarizing and responding to the Volunteer will rest with the PM;
* Respond to Volunteer requests;
* Assist in the implementation of project monitoring and evaluation tools;
* Maintain an accurate, complete and up to date files on sites and PCVs in the volunteer information data base (VIDA);
* Assess data quality during site visits;

**Cross-Sector Initiatives**

* Contribute to other PC Senegal cross-sector collaborative Initiatives such as Women’s Empowerment, Positive Youth Development, and Food Security.

**Additional Responsibilities**

* Other tasks, as determined by the Environment Program Manager, the Director of Programing & Training (DPT), the Director of Management and Operations (DMO) or the Country Director.
* The Deputy Director of Programming and Training/Training Manager (DDPT/TM ) may assign other responsibilities necessary for the efficient functioning of training.

**Additional Responsibilities**

* Serves as back-up support for and/or carries out the duties and responsibilities of the Safety and Security Manager (SSM) when deemed necessary by the Country Director for the successful implementation of Peace Corps program(s) and/or operations in Senegal. For example, this could be during periods when the SSM is on leave and/or during lapses of staffing or periods of staffing shortages.
* Performs other duties or assignments, when deemed necessary by the Country Director for the successful implementation of Peace Corps program(s) and/or operations in Senegal.

### SAFETY AND SECURITY

* Maintain current knowledge of the PC Office evacuation Plan, the PC Emergency Action Plan and how to use fire extinguisher in order to ensure adequate level of safety and support for Peace Corps/Senegal Volunteers;
* Ensure complete confidentiality regarding all information related to Peace Corps staff, volunteers and Peace Corps/Senegal operations;
* **(SSI 110):** Addresses Volunteer safety and security by adhering to Peace Corps site selection and development policies and procedures;
* Identify and immediately communicate Volunteer safety and security concerns and issues to the PM, the Safety and Security Manager (SSM) and the Country Director (CD);
* Assist PMs to ensure that prospective sites meet established programmatic and safety/security criteria (e.g., safe housing, a clearly defined assignment with an organization that shows real interest in working with a volunteer, etc.);
* Review and reference site history files when evaluating potential sites, and incorporate appropriate safety and security-related information into the dedicated forms;
* Monitor Volunteer compliance with Peace Corps policies, especially related to safety and security.
* Participate in the design and implementation of the Emergency Action Plan (EAP);
* Act as duty officer, as needed; Be knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

**OCCASIONAL MONEY HANDLER (OMH)**

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

**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/Senegal, 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.

**Important note on travel:** This position is based in Dakar and includes some travel throughout the country (+/- 15%). This includes travel to some of the most remote parts of the country. Occasional international travel may also be required. To succeed in this position, the incumbent must enjoy travel and have systems set up to allow for her or his absence from home for extended periods.

**Candidates must have the following qualifications:**

**REQUIRED QUALIFICATIONS**

1. **Education:** Bachelor’s Degree BS in Horticulture, Agriculture, Forestry or higher degree, is required.
2. **Work Experience:**

* At least five years of proven work experience
* At least three years of related practical work experience in the field ;
* proven experience in the management and implementation of agroforestry, environmental education and environmental conservation projects
* Experience in the development of training tools/materials such as Manuals and lesson plans;
* Experience in networking ad partnership building;
* Experience supporting/coordinating people from other cultures;
* In depth knowledge of the Senegal agriculture and horticulture production system;
* Experience monitoring and reporting project implementation;
* Experience working in Food Security.

1. **Languages:** Ability to read, write and speak both French and English fluently (English C1 advanced level is required) – candidates will be tested.
2. **Skills and Abilities:**

* Proficiency in Microsoft Word, Excel, and Outlook is required
* In depth/practical knowledge of Agroforestry technologies and environmental conservation practices and climate adaptation in Senegal
* Demonstrated intercultural competence, diversity, equity, inclusion, and accessibility related skills and experience.
* strong verbal and written communication,
* ability to organize and conduct training sessions,
* good organizational and details-oriented skills.

Interested applicants must pass a full background/security check and show proof of residency or ability to work in Senegal.

**Interested and qualified applicants for the position must submit the following:**

1. A completed application form (available to download from the Peace Corps website: <http://www.peacecorps.gov/senegal/about/contracts/>
2. An updated CV **in English**
3. Certified copies of school diplomas.
4. Certified copy of identity card or certificate of nationality*.*

All applications should be submitted electronically and in English to SN-HR@peacecorps.gov with “FIRST NAME, LAST NAME \_PTS Environment” in the subject line by close of business Sunday October 6, 2024. **Preference will be given to candidates who are Senegalese citizens or permanent residents of Senegal.**

# *Incomplete and/or late applications will not be entertained, nor applications not submitted in English.* Only candidates short-listed for an interview will be contacted. NO TELEPHONE CALLS OR EMAILS, PLEASE.

***Peace Corps does not discriminate based on race, color, religion, sex, national origin, age, disability, or genetic information.***