

STATEMENT OF WORK

**Training Logistics Coordinator**

Peace Corps/Mozambique

**Position Summary:**

This position is based in Namaacha most of the year, around Pre-Service Training, with other time in Maputo and support required for other training events. As an important member of the Peace Corps training team, the Training Logistics Coordinator is responsible for logistical support related to all training events with a focus on PST and organization and preparation of events, training hub locations, and houses for Trainee homestay families, and procurement and inventory of supplies, books, furniture and equipment. The Logistics Coordinator reports to the Training Manager and works closely with all members of the Training team as well as the Administrative Unit in the Maputo office.

**Roles and Responsibilities**

* Coordinates with the Homestay Family Coordinator to identify required repairs to meet housing criteria, buys all the supplies for such repairs, and monitors repairs made.
* Identifies houses/accommodations for Trainers and prepares them before Trainers arrive for TOT.
* Recruits and hire domestic help for office, hubs and trainers’ houses, and ensures payment of salaries to permanent domestic workers.
* Works with Training Manager and staff to identify training hubs and prepare them before Trainees arrive.
* Procures/purchases all office supplies and other supplies for specific needs related to PST.
* Pays all bills for water, electricity, and telephone charges.
* Maintains supply inventory; work with admin team on the orders of supplies, books and any other needs for training; develops a system for distributing and collecting supplies.
* Plans and orders books and supplies 3 months prior to arrival of PCTs.
* Keeps office operations running prior to TOT.
* Plans, organizes, and implements all logistics arrangements for any training events or field trips or any other activity that is on the COTE.
* Packs and labels all equipment and supplies at the end of training and provides an accompanying inventory list.
* Obtains all the materials and manuals from P&T staff to be reproduced, and ensures that they are reproduced on time.
* Communicates logistics with PCV trainers well in advance (dates, what to do at their arrival, where to go, what to prepare before coming, and expectations from staff to PCVs) in coordination with the PCV Tech Trainer and the APCD.
* Makes sure that accommodations are prepared for visitors and PCV trainers staying in staff housing.
* Coordinates transportation for trainees, PCVs and staff, by developing a weekly transport calendar.
* Participates in Training of Trainers and deliver sessions when required.
* Actively participate in all PST staff meetings.
* After coordinators meetings on a weekly basis, compiles information on the progress of the trainees as requested by staff.
* Helps Training Manager to prepares correspondence, reports, and other documents related to program and/or training. Keeps accurate and complete records (hard and soft copies) of all training materials used for each training event.
* Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and CD.
* Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
* Performs any other duties assigned by Training Manager.

**Required Qualifications**

* Minimum four years’ experience in office and administrative and logistical support of projects, preferably in an education or development program or area related to Peace Corps.
* Must have Bachelor’s Degree in Business Administration or Finance???
* Excellent organizational and administrative skills
* Ability to work with minimum supervision;
* Level IV Portuguese and strong English ability;
* Strong interpersonal/communication skills;
* Ability to work effectively with diverse populations;
* Above-average computer skills, including effective utilization of MS Word, Excel, and MS Outlook;
* Valid Driver’s License
* Previous experience working with youth and Americans preferred.