

Peace Corps/Eswatini
Training Manager (TM)
PSC Application Form

Reference Number: FY26-003

Name: _____

Email Address: _____

Telephone Number(s): _____

Please complete all sections of the application form below. A complete application package for this position includes:

- This completed application form
- A curriculum vitae or resume
- A cover letter detailing your interest in the position
- Salary history
- Copy of your current driver's license (does not have to be certified or notarized)

All documents must be clearly labeled when attached to the email.

All required documents must be submitted via one email to sz01-jobs@peacecorps.gov with the subject line: Application for Training Manager Position – Surname, First Name. For example: Application for Training Manager Position – Dlamini, Sitsembiso.

Qualifications Table: Please complete the two right columns in the following chart.

Please ensure that you adequately address how you meet/do not meet the qualifications with specific and comprehensive information supporting each item. Failure to do so will result in a determination that the applicant is not qualified.

Minimum/Required Qualifications:

Qualification	Indicate "Yes" for Meets or "No" for Does Not Meet Qualification	Describe Briefly How You Meet the Qualification. Indicate the Organization(s) and Position Title(s) Where the Experience was Gained
Bachelor's degree in any subject.		
Minimum of four (4) years' experience working in related fields, such as training, training design, or educational settings, with adult learners.		
Demonstrated experience in administrative skills and leadership.		
Fluency in both English and Siswati (written and spoken).		
At least 3 years' experience with training design and facilitation utilizing experiential, adult-education methodologies.		
At least 2 years' experience coaching others on training facilitation methods.		
At least 3 years of experience supervising the work of a team and management of logistics and staff.		
At least 3 years of experience with strategic planning and designing longer-term training continuums.		

Qualification	Indicate "Yes" for Meets or "No" for Does Not Meet Qualification	Describe Briefly How You Meet the Qualification. Indicate the Organization(s) and Position Title(s) Where the Experience was Gained
High quality writing and translation skills.		
Ability to work in a cross-cultural setting as part of an intercultural team.		
Demonstrated ability to collaborate across departments.		
Ability to work under time restraints and manage many projects.		
Ability to contribute to improvement processes by assessing, analyzing and recommending solutions.		
Demonstrated competency in computer skills, specifically in MS Word, Excel, Power Point and Outlook.		
Valid Eswatini driver's license. Must have been licensed to drive for a minimum of five years.		

Desired/Preferred Qualifications:

Qualification	Indicate "Yes" for Meets or "No" for Does Not Meet Qualification	Describe Briefly How You Meet the Qualification. Indicate the Organization(s) and Position Title(s) Where the Experience was Gained
Course work in instructional or curriculum design, adult-education, training and/or capacity building, or other related subjects		
Master's degree		
Demonstrated abilities to maintain professional networks of contacts with organizations and/or government officials through personal contact and correspondence.		
At least 2 years of experience monitoring and evaluating training events.		
Demonstrated experience in creative and innovative solutions.		
Ability to drive both manual and automatic vehicles.		

- By signing the application below and submitting it to Peace Corps in connection with this solicitation, you certify that you understand the following:
 - This position requires medical evaluation and clearance, and I know of no impediments to my ability to receive and maintain such medical evaluation and clearance.

- This position requires a background investigation to be completed and certification/clearance to be issued prior to the award of a contract, and that I know of no impediments to my ability to receive and maintain such a clearance.

2. In the last ten years, have you:

- Been fired from a job?
- Quit after being told you would be fired?
- Left a job by mutual agreement following allegations of misconduct?
- Left by mutual agreement following allegation of unsatisfactory performance?
- Left a job for other reasons under unfavorable circumstances?

_____ Yes (if yes, please explain below)

_____ No

3. Have you ever been employed by an intelligence organization or otherwise engaged in or been connected with intelligence related activities?

_____ Yes (if yes, please explain below)

_____ No

4. Are you currently or have you ever worked for the Peace Corps as an employee (e.g. US Direct Hire (USDH), Expert, or Foreign Service National) or personal services contractor?

_____ Yes

_____ No

If yes, please list the location of that work (e.g. post or office), position title(s), and position date(s). please add additional lines as necessary.

Position Location (country): _____

Position Type (USDH, PSC, FSN): _____

Position Title: _____

Start Date: _____

End Date: _____

5. Are you currently or have you ever served as a Peace Corps Trainee or Volunteer (including Response or Virtual)?

_____ Yes

_____ No

If yes, please list the location of that work (e.g. post or office), position title(s), and position date(s).
please add additional lines as necessary.

Position Location (country): _____

Position Type (PCV/T, PCR/V, VSPP): _____

Position Title: _____

Start Date: _____

End Date: _____

6. References

List names, relationships, email addresses, and telephone numbers for three professional references. At least one reference should be an immediate supervisor during the last five years. Please do not include personal references (i.e. family members, friends), who are not able to evaluate your professional performance. You must list three references here, even if they are also on your CV.

A. Name _____

Title/Organization _____

Relationship to applicant _____

Email _____

Phone _____

B. Name _____

Title/Organization _____

Relationship to applicant _____

Email _____

Phone _____

C. Name _____

Title/Organization _____

Relationship to applicant _____

Email _____

Phone _____

AUTHORIZATION FOR THE RELEASE OF INFORMATION

By signing the application below and submitting it to Peace Corps in connection with this vacancy, you consent to the following:

I consent to the release of information about me, and release from any liability for their statements, all persons, corporations, and other entities who submit information to the Peace Corps to facilitate assessment of my qualifications. This consent includes the release of information that will help Peace Corps evaluate my professional competence, character, ethics, and other qualifications, and to resolve any doubts about my qualifications. I agree that I, as an application for affiliation with the Peace Corps, have the burden of producing and for resolving any doubts about such qualifications. If asked by Peace Corps, and I accept an invitation to participate in an interview of other evaluation measures, I consent that this interview and/or other evaluation measure will be utilized to evaluate my professional and other qualifications. I understand that this information will be kept in confidence by the Peace Corps.

CERTIFICATION

By signing below, I certify that, to the best of my knowledge and belief, all statements made on this form, as well as on all other documents submitted in connection with this application, are true, correct, complete, and made in good faith.

Name: _____

Date: _____