



VACANCY ANNOUNCEMENT TRAINING ASSISTANT

OPEN TO: All interested, qualified candidates
DUTY STATION: Rabat/Other rural areas in Morocco:
(*TA must relocate to another location for three months during Pre-Service Training.*)
TARGET START DATE: **30th June 2026**
SALARY LEVEL: An annual gross salary of MAD **201,593.00** (negotiable within a pre-determined range based on selected candidate's verifiable salary history and experience) based on 40-hours/week. The US Peace Corps offers an attractive, competitive package including CIMR, CNSS, Health and Disability insurance, Annual Leave and other benefits. Applicable deductions will be made from the personal services contractor's gross salary for CNSS and CIMR contributions, health/life/disability insurance, and all applicable tax obligations as imposed by government authorities.

DEADLINE FOR APPLICATIONS: Sunday, February 15, 2026

The United States Peace Corps is seeking a Training Assistant (TA). Under the supervision of the Training Manager (TM) and in coordination with the Director of Programming and Training (DPT), the Training Assistant (TA) is responsible for administrative, logistical, financial, and resource management support for all training events. The TA supports the post staff in maintaining quality training for Peace Corps Morocco. This position requires good communication, interpersonal and organizational skills, as well as experience with computer programs, trouble shooting, and problem-solving skills.

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 with all preparations for Pre-Service Training (PST) and all In-Service training (IST) events. This includes help researching and making arrangements for venues, transportation, guest speakers, supply lists and other logistical coordination.
- Work closely with training venues management to monitor arrivals, departures, meals times, workspace, and to keep track of the bills.
- Assist the TM in all communication with participants, staff, and venue coordinators prior to, during, and after each training event.
- Assist in recruitment of contracted training staff through preparation of advertisements, screening of applications, etc.
- Assist TM in the recruitment of qualified short-term candidates.
- Keep an up-to-date and thorough list of former training staff with all relevant contact information and maintain positive relationships with key partners.
- Assist the Training Manager in managing Resource Volunteers who support the facilitation of sessions during PST and any ISTs, including distribution of session information, assignment of topics to be presented, logistics for travel and lodging etc.
- Arrange all required facilities at the training site, including transportation, supplies, set-up etc.
- With the help of the Training Manager and based on the requirements of PST training, identify and organize all logistical support to facilitate staff and trainee travel, site visits, field trips, social, and other events.
- Set up control systems and storage areas for supplies and equipment and maintain systems to ensure equipment and supplies are available as needed.
- Work closely with the TM and all staff to ensure that administrative systems are well known and properly adhered to.
- Support the training staff in creating, collecting and compiling Volunteer and Trainee assessments and evaluations. Then, assist the TM in distributing these results to appropriate staff or participants.
- Maintain organized files of all correspondence, trainer and PCT agreements, and all other documents related to PST and ISTs.

- Work with session facilitators to ensure all training venues are prepared, equipment is set up and in working order and all supplies and materials are prepared and ready for use or distribution.
- Establish a system for efficient vehicle use by coordinating the scheduling and workload of the PST or IST drivers.
- Prepare a plan for PST site visits and present it to the Country Director as required.
- Assist the Training Manager with all logistical coordination during the Swearing in.

Financial Support

- Assist TM and DPT with budget preparation as well as documentation and management of training related expenses.
- Prepare and submit the Micro Purchase Forms (MPFs) to secure funding for all training needs related to her scope
- Set up and maintain a transparent and accountable system for disbursements and record payments and expenditures.
- Prepare all required financial documentation, including receipts, payment sheets, advance forms, vouchers with the translation of the receipts into English and submit to the Training Manager for clearance.
- Prepare appropriate documents for reimbursements in a timely manner.
- Prepare homestay family pay envelopes in a regular and timely manner for distribution to homestay families
- 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 work with General Services to purchase or collect all supplies for each training event.
- Maintain the inventory of the training materials and supplies in coordination with the General Services Manager and Information Technology Specialist.
- Ensure the organization and collection of all training related materials, to include consistent and complete electronic files of each training event, schedules, session outlines, handouts, budgets and venue-related planning and management as assigned.
- Organize record keeping systems for training documentation, including reports, forms, evaluations and support materials from previous training events.
- Maintain contact names and resource information for people used or contacts during PST and IST.
- Assist TM and other training staff to compile, photocopy and organize training materials and books.

Volunteer Support

Volunteers are provided with quality training and ongoing project support that equips them to be self-sufficient and to have a productive service at site. The Training Assistant is an important support and contact person for Volunteers. Volunteer support duties and responsibilities include, but are not limited to the following:

- Assists in developing a distribution plan and ensures that Volunteers receive the required training packages.
- Collaborates with programing and training staff to devise creative ways in which to collect and share PCV-produced resources.
- Assists the Training Manager in coordination and support of the homestay program during PST.
- Conducts community-based training (CBT) visits and site visits to Trainees and Volunteers as needed.
- Provides Volunteers and Trainees with guidance on Peace Corps Policy as appropriate.
- Follows post policies addressing Volunteer safety and security and provides support and guidance directly to Volunteers in order to help them manage their own safety.

Required Qualifications - Work Experience - Skills and Abilities

MINIMUM REQUIRED QUALIFICATIONS:

- Education: University degree (BA)
- Language Proficiency: Fluency in English and Arabic.
- Work Experience: At least two years of experience in training/event administration and logistical support
- Computer Skills: Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Intercultural competence: Familiar with challenges and benefits of working in a cross-cultural environment.
- Citizenship: Moroccan citizen

Other Requirements: As part of the overall review, selected applicants who are invited to continue in the process will be scheduled for further written tests and other assessments of the candidates' language proficiency, skills and abilities.

Desired Qualifications:

- Personal & Interpersonal skills: Strong personal & interpersonal skills including but not limited to teamwork, tact, motivation, self-direction and flexibility

- Oral proficiency in Tamazight, Tashelhit, or Tarifit.
- Driver's license.
- Organizational and coordination skills

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

Both Cover Letter and Resume (CV) must be type written in English and emailed as a PDF attachment, not as a link, by closing deadline to:

Moroccojobs@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, qualifications and citizenship will be verified. Employment is contingent on a favorable security background check.

The United States Peace Corps is an Equal Opportunity Employer.