



REGIONAL TRAINING MANAGER (EASTERN AND SOUTHERN AFRICA)

POSITION DESCRIPTION AND RESPONSIBILITIES

ABOUT CORPSAFRICA:

Founded in 2011, CorpsAfrica provides the opportunity for Africans to serve as volunteers in their own countries, along the lines of the Peace Corps model. We train young, college-educated Africans in Community-Led Development, Human-Centered Design, and Asset-Based Community Development and send them to live in rural, high-poverty communities for one year and facilitate and support communities to design and implement small-scale, high-impact projects. CorpsAfrica aims to promote a culture of public service in Africa by giving participants the opportunity to apply their education, skills, and energy toward helping their fellow citizens overcome extreme poverty. www.corpsafrica.org

CorpsAfrica has steadily expanded operations from Morocco to Senegal, Malawi, Rwanda, Ghana, and Kenya over the last eight years. Having successfully demonstrated the power and effectiveness of the model, CorpsAfrica is expanding its impact within and to additional countries in Africa. We hope you will consider joining our team during this very exciting time as we enter this next phase of growth of the organization!

OVERVIEW OF THE POSITION:

CorpsAfrica seeks an experienced, driven, and process-minded trainer to lead and support our program as Regional Training Manager. Reporting to and working closely with the Chief Training Officer, the Regional Training Manager provides guidance and support to the training program for Volunteers across CorpsAfrica's growing portfolio of countries in Eastern and Southern Africa (currently Kenya, Malawi, and Rwanda). The Regional Training Manager will train and coach staff across all countries in his/her portfolio, create and refine training materials, design and plan strategic components of CorpsAfrica's training program, and build and lead training-related partnerships in the region. This position requires a highly energetic, thoughtful, and perceptive person capable of relating to individuals at all levels both within CorpsAfrica and externally.

CLASSIFICATION: Full-time

SALARY AND BENEFITS: Salary is \$35,000–\$40,000 USD per year. CorpsAfrica offers a comprehensive benefits package including employer-paid medical insurance and paid time off commensurate with the home base office.

LOCATION: Based in Nairobi, Lilongwe, or Kigali

REPORTS TO: Chief Training Officer

Specific Responsibilities:

- Support the Regional Training Program (estimated 70%)
 - Build the capacity of CorpsAfrica staff through training and overall program development in Eastern and Southern Africa, including in-person and virtual training for staff
 - Provide in-person and virtual support for the training of CorpsAfrica Volunteers in Eastern and Southern Africa—including developing training schedules, coordinating trainers, writing reports, and analyzing data

- o Build new and strengthen existing partnerships with key partners related to CorpsAfrica's training program in Eastern and Southern Africa
- o In conjunction with Country offices identify core technical, management and supervisory training needs for staff and set training performance standards for functional objectives
- o Develop and gather materials and resources for internal training and educational programs
- o Develop and monitor service level agreements with external and internal training resources
- Supporting Global Training Program (estimated 30%)
 - o In collaboration with the Chief Training Officer, design and plan strategic components of CorpsAfrica's Global Training Program—including the systems and processes for managing and supporting training across the organization
 - o Create and refine training materials—including the Training Coordinators' Guides, the Volunteer Field Guide, PowerPoint slides, session guides/lesson plans, etc.
 - o Identify, organize, and facilitate innovative global training opportunities
- Other responsibilities as assigned

Qualifications:

- A background in Education/Training with a minimum of ten years of experience in planning, leading, and facilitating hands-on, participatory trainings for youth (ages 15-30) in Africa
- A Masters degree in a relevant field (project management, community development, social work, education, design, etc.) is highly preferred
- Knowledgeable and experienced in adult learning practices
- Highly organized, detail-oriented, and able to handle multiple projects simultaneously in a fast-paced environment
- Experienced in Community-Led Development, Human-Centered Design (HCD) and/or Asset-Based Community Development (ABCD)
- Excellent computer skills, including using Google Workspace Tools (Drive, Docs, Sheets, Slides, Forms, Jamboard, etc.)
- A demonstrated passion and commitment to youth leadership, community-led development, and organizational learning and growth
- Demonstrated initiative, adaptability, integrity, and judgment
- Knowledgeable and experienced in research and analytical skills
- Ability to learn quickly and work well with a wide variety of people
- Ability to work nights or weekends when necessary
- Fluency in spoken and written English is required; fluency in Swahili or French is a plus

To APPLY:

Interested applicants should submit a cover letter that illustrates qualifications relevant to this role and a résumé as a single PDF (titled, "LastName_FirstName – RTM application") using through the following link: [Regional Training Manager Application](#). Interviews will be extended to qualified candidates on a rolling basis.

As an Equal Opportunity Employer, CorpsAfrica encourages applications from all individuals regardless of age, gender, race, ethnicity, sexual orientation, marital status, physical ability or any other legally protected basis.