



IPSTC LEAD FACILITATOR (CONSULTANT) FACILITATOR (CONSULTANT) AND EDITOR VACANCY

Consultancy Advertisement: The International Peace Support Training Centre (IPSTC) is a Research and Training institution focusing on regional peace support capacity building to respond to conflicts through preventive, management, recovery and peace building measures.

The Centre wishes to engage and prequalify competent candidates on a yearly contractual basis in the following positions;

1. Post Title: Lead Facilitator (Consultant)

Type of Appointment: One Year Prequalification

Duration: As and when required (AWR)

Direct Supervision: Through the Chief Instructor to the Commandant

Salary:

- a. Kenyan Staff
 1. \$3,685.00 (Gross)
 2. \$3,500.00 (Net) per ten (10) days course
- b. International/Regional Staff
 1. \$4,375.00 (Gross)
 2. \$3,500.00 (Net) per ten (10) days course

Duties and Responsibilities:

- Deliver and guide the facilitation of a particular course;
- Synchronize the standardization and delivery of the material by the other facilitators and lecturers to achieve the course aim;
- Be available throughout the duration of the course and are expected to produce a course AAR for submission to the Commandant including course administration, participant evaluations, facilitator evaluations and curriculum recommendations.

Education & Experience

- MA or equivalent in the field;
- 10 years' experience with at least 5 in the relevant field environment in a PSO context;
- Understanding of Adult Based Learning;
- Able to manage team dynamics;
- Proven Management / Leadership Skills;
- People Skills (able to interact with facilitators and participants);
- Well-developed conceptual and analytical skills;
- Understanding of the Curriculum Design Process;
- Proficient in English.

2. Post Title: Facilitator (Consultant)

Type of Appointment: One year Prequalification

Duration: As and when required (AWR)

Direct Supervision: Through the Lead Facilitator to the Chief Instructor to the Commandant

Salary:

- a. Kenyan Staff
 1. \$316.00 (Gross)
 2. \$300.00 (Net) per day
- b. International/Regional Staff
 1. \$375.00 (Gross)
 2. \$300.00 (Net) full day
 3. Air ticket and accommodation

Duties and Responsibilities:

- a. Deliver and guide the facilitation of a particular course;
- b. Synchronize the standardization and delivery of the material by the other facilitators and lecturers to achieve the course aim;
- c. Be available throughout the duration of the course and are expected to produce a course AAR for submission to the Commandant including course administration, participant evaluations, facilitator evaluations and curriculum recommendations.

Education & Experience:

- MA or equivalent in the field;
- 7 years' experience with at least 4 in the relevant field;
- Team Player;
- Well-developed conceptual and analytical skills;
- Understanding of the Curriculum Design Process;
- Proficient in English.

The areas of specialties and courses run can be found on our website www.ipstc.org

CONSULTANCY SERVICES

Post Title: Editor (Consultant)

Type of Appointment: One Year Prequalification

Duration: As and when required (AWR)

Direct Supervision: Head of Peace and Security Research Department

Duties/assignments

- To review Occasional Papers, Issue Briefs and other publications of IPSTC as may be required. It includes proof reading, substantive editing on flow, clarity, accuracy, coherence, concepts application, statistical validity and use of reader friendly language.
- Complete assignments within mutually agreed time span

Qualifications

- Qualified editors should be PhD holders in peace and security or related professional field with over 15 years experience
- Should have over ten years experience in editing professional publications
- Should have more than ten publications in peer reviewed journals

Remuneration/Salary

- Per edited page [A4 size page]

How to Apply:

Applications including cover letter, CVs, copies of relevant certificates should be addressed to the:

Director,
International Peace Support Training Centre,
Westwood Park, Karen
P O Box 24232 – 00502,
Nairobi, Kenya.

Or emailed to: jobs@ipstc.org

The Deadline for submitting applications is **18th June 2018**.

Only short-listed candidates will be contacted to undergo a selection board interview.