

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR12714720

DATE POSTED: 12/04/17

POSITION NO: 244037

CLOSING DATE: 12/15/17

POSITION TITLE: Training Instructor

DEPARTMENT NAME / WORKSITE: DHR/Staff Development & Training Department/Window Rock, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: A164A

WORK HOURS: 8am-5pm PART TIME: NO. OF HRS./WK.: _____ \$ 41,017.60 PER ANNUM

SEASONAL: DURATION : _____ \$ 19.72 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Develops and conducts training and curriculum to improve and enhance employee performance of attendees. Develop training materials relating to the Navajo Nation Personnel Policies Manual, Navajo Nation Budget Process, Basis Accounting and other specific training needs/curriculum. Prepare materials, reviews for consistency with the current Policies within the Navajo Nation. Provides group instruction, lectures, demonstrations, workshops and other materials as required. Provides frequent and update instruction/certification to attendees; updates modules and/or equipment to deliver services to participants. Develop, conduct and analysis surveys to improve the training materials and skills. Advises and coordinates activities of the Staff Development & Training Department. Must be computer literate and have good communication skills.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in subject area of instruction and three (3) years of curriculum or instructional development or related experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.