



PUBLIC NOTICE

Program – CDBG-DR

Title – Training Specialist

PRDOH – Coordinador de Adiestramientos

Area – Operations Division

Required Skills and Qualifications:

- Bachelor Degree in Communications.
- 1-year experience in Professional Field related to the design, development, and or implementation of training capacitation activities.
- Bilingual in Spanish and English.
- Professional Skills that consist in developing and implementing trainings for the employees of the CDBG-DR Program administrated by the Department of Housing of Puerto Rico.
- Develops plans that designed to improve the abilities of the human resources and to satisfy the identified necessities of the CDBG-DR- Program.
- Prepares and coordinates the participation of employees in training activities.
- Identifies the resources for trainings and establishes the qualification criteria required for the resources.
- Determines the training necessities through critical analysis of the specifications of positions, individual implementation results, supervisor interviews, employee evaluations, employee input and federal government monitoring plans or other deficiency implementation deficiencies.

Reports to – Director of Operations.

Interested candidates please send the resume to the following email address: infocdbg@vivienda.pr.gov (include subject: "**EMPLOYMENT OPPORTUNITY**").

This position is subject to Section 3 from the Housing and Urban Development Act of 1968. Under Section 3 public housing residents (including section 8 residents), or low-income citizens who live in the vicinity of a HUD-assisted project, can receive recruitment or contracting priority. It is important to comply with all of the requirements of the contractor opportunity or position.