



Position Announcement

The United States Peace Corps in Macedonia seeks qualified and motivated candidates for the full-time position of Programming and Training Assistant. The United States Peace Corps is an agency of the United States Government.

Programming and Training Assistant

Peace Corps Macedonia is an American organization that supports approximately 100 Peace Corps Volunteers who live and work in communities throughout Macedonia. Volunteers work in two primary program areas: primary and secondary education and community development.

Under the supervision of the Director of Programming and Training (DPT), the Programming and Training Assistant (PTA) assists staff in reviewing, preparing and maintaining program documentation, identifying Volunteer placements, and establishing and strengthening partnerships with local host organizations. The PTA provides a broad range of administrative support related to all activities of the Programming and Training Unit. The PTA assists staff in supporting Volunteers with their social/cultural adaptation by identifying useful resources and networks, as well as opportunities for community involvement and training. The PTA helps to organize presentations and prepares materials for various workshops and training programs. The position is expected to commence on or about June 1, 2015.

Mandatory Qualifications:

- University Degree in a related field
- Minimum 3 years professional work experience in a related field. Candidates with experience in international program support, particularly in providing administrative support related to project design and management, and/or cross-cultural exchange programs are **strongly urged to apply**.
- Fluent Macedonian and English (both written and oral) required, Albanian **highly desired**. Knowledge of other national languages a plus.
- Experience in office management and administrative support, including maintaining and updating files and databases, preparing professional correspondence, and translating documents
- Experience organizing, implementing, and evaluating training events or workshops/seminars.
- Service-oriented with excellent interpersonal communication and organizational and time management skills.
- Demonstrated willingness and effectiveness working cooperatively in teams.
- Experience with Microsoft Word, Excel, PowerPoint, and other computer software programs;

Desired Qualifications

- A working knowledge of the Macedonian educational system, local government structures, and/or networks of NGOs working in Macedonia.
- Practical experience in teaching or training adults/facilitating workshops.
- Volunteer experience and/or familiarity with Peace Corps.
- Practical experience in developing budgets and tracking expenditures.
- Experience working in a cross-cultural setting as a part of an intercultural team.

HOW TO APPLY:

Candidates must clearly describe how they meet **each** of the qualifications and submit a CV and a cover letter by email to jobs@mk.peacecorps.gov. (Please state the position you are applying for in the subject line of the email correspondence). Applications must be submitted no later than **May 4, 2015**.

* No phone calls or personal visits related to this vacancy will be accepted.

* Only short-listed candidates will be contacted.