



Position Announcement

The United States Peace Corps program in Macedonia seeks qualified and motivated candidates for the following position:

Temporary Program Manager

The Temporary Program Manager (TPM) will oversee the development and management of a program supporting the training and work of American Volunteers placed throughout Macedonia in public schools and governmental and non-governmental organizations. It is a temporary position lasting approximately 9-10 months.

The TPM is responsible for providing direct technical support to American Volunteers and for establishing and strengthening partnerships with local, regional and national partners as well as providing direction and support for Technical & Cross-Cultural Facilitators (TCFs) during training season. **The TPM will stand-in for a regular, full-time employee and the duration of the assignment is estimated for approximately 9 months. The position is expected to commence in July 2016.**

The TPM will:

- Research and analyze program opportunities in the following sector areas: English education; community development; youth and special needs. Such work will further develop and diversify the program and its aims of designing programs relevant to the needs of Macedonia.
- Develop and maintain a network of contacts in the sectors and serve as a liaison with host agencies in Macedonia.
- Develop and conduct experiential technical training programs and workshops.
- Provide regular, direct technical support to American Volunteers
- Maintain professional relationships with Volunteers and other professional contacts.
- Produce and maintain program documentation including a project plan, monitoring and evaluation systems, site reports, volunteer assignment descriptions, and public outreach materials.
- Travel extensively throughout Macedonia to visit host organizations and volunteers to develop and assess suitability of volunteer placements.
- Serve as a technical and cultural consultant providing support, training, and guidance in project design, management, and community development.

Mandatory Qualifications:

Education: University Degree required, preferably in education, program management.

Professional Work Experience: Minimum 5 years experience working in related fields, such as international program administration, education, community development and training.

Language: Fluent Macedonian and English (both written and oral) required, Albanian highly desired. Knowledge of other national languages a plus.

Knowledge & Skills:

- A working knowledge of the Macedonian educational system, government structures, ministry activities and initiatives, and networks of NGOs. In-depth knowledge of community development and youth sector is a plus.
- Demonstrated abilities to maintain professional networks of contacts with organizations and/or government officials through personal contact and correspondence.
- Experience working in a cross-cultural setting as a part of an intercultural team.
- Demonstrated abilities in supervision, management, monitoring and evaluation. Experience counseling or providing feedback to others.
- High quality written composition and translations skills.
- Demonstrated abilities in strategic planning and project design and management.
- Training design and facilitation experience utilizing experiential, adult-education methodologies.
- Excellent interpersonal communication and organizational/time management skills.
- Demonstrated willingness and effectiveness working cooperatively in teams.
- Excellent computer skills.
- Ability to travel frequently throughout Macedonia.

Important: Qualified and interested candidates should send a description of their qualifications and CV by e-mail to jobs@mk.peacecorps.gov (please state the position you are applying for and your last name in subject line of e-mail correspondence). Hard copies may be mailed to Peace Corps, 8 Udarina Brigada No 2, 1000 Skopje.

Closing date: applications need to arrive no later than May 20, 2016.

Please note that only short-listed candidates will be contacted. Copy of applications from short-listed candidates that are rejected will be kept on file for any future openings in Peace Corps Macedonia.