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## ***Position Announcement***

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

### ***Program Manager for English Education and Community Development Sectors***

Peace Corps is an American organization that places volunteers in communities throughout Macedonia, working in two primary program areas: primary and secondary education and community development. The Program Manager 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. **The position is expected to commence by the end of October 2010.** The Program Manager will:

- Research and analyze program opportunities in the sectors to 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 liaison with Macedonian host agencies.
- Develop and conduct experiential technical training programs and workshops.
- 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 business or 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.
- Demonstrated abilities to maintain professional networks of contacts with organizations and/or government officials through personal contact and correspondence.
- 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.
- Experience working in a cross-cultural setting as a part of an intercultural team

- Excellent interpersonal communication and organizational/time management skills.
- Demonstrated willingness and effectiveness working cooperatively in teams.
- Excellent computer skills.

**Important: Qualified and interested candidates should send a description of their qualifications and CV by e-mail to [jobs@mk.peacecorps.gov](mailto: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, Oslo 6, 1000 Skopje. Closing date: applications need to arrive no later than Friday, October 8, 2010. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.**