



**Employment Opportunity  
United States Peace Corps in Moldova**

A **Programming and Training Specialist** is needed for a full-time position starting February 2015. This position is located in our Chisinau office.

This position assists in the management of Peace Corps' Small Enterprise Development project. The incumbent will help identify work assignments and housing for approximately 15 to 20 Volunteers per year and will work closely with the Program Manager in designing and delivering technical training activities to assist Volunteers in working in these challenging projects.

**The Programming and Training Specialist's main responsibilities:**

- Designing and delivering of technical training to Volunteers and evaluating the impact of that training;
- Providing technical support to Volunteers working with Moldovan organizations;
- Assisting the Program Manager in identifying organizational partners and host families;
- Providing ongoing administrative and logistical support to Program Managers and Programming and Training Team.
- Implement and maintain safety and security protocols and ensure full communication/ reporting to all relevant units.

**Qualifications:**

- University degree in, business and economic fields, or public administration;
- In-depth knowledge of the structure of civil society in Moldova and economic sector challenges;
- Experience in training design in organizational development, and/or community economic development;
- Program management experience preferred;
- Experience in monitoring and evaluation a plus;
- Excellent language proficiency in English, Romanian and Russian (interpreting experience preferred);
- Excellent interpersonal communication skills;
- Experience with coaching, mentoring, and/or counseling preferred;
- Experience working in development and with foreigners (Americans preferred);
- Ability to work with minimal direction and as part of a team;
- Willingness and ability to travel frequently;
- Comfortable with working in a Microsoft Office environment (e.g., Excel, Word, PowerPoint).

**Interested candidates should submit their resume and a cover letter outlining your interest and experience by email, in MS Word format to [applications@md.peacecorps.gov](mailto:applications@md.peacecorps.gov).**

**Deadline for applications is close of business January 2<sup>nd</sup>, 2015**

**No phone calls, please. Only qualified candidates will be contacted for interviews.**