

Supplemental Narrative Form
Public Diplomacy Program Assistant, FSN-8; FP-6*

Name:

Date:

INSTRUCTIONS: Please use the right side column to explain in detail how you meet the qualification for this vacancy announcement. This information will be used to determine if you meet the required qualifications for this position. Information provided on the Supplemental Narrative Form **must match** information provided on the Universal Application for Employment (DS-174).

<i>Qualification requirements</i>	<i>My qualifications and how they meet the vacancy announcement requirements.</i>
EDUCATION: University degree in foreign languages, American Studies or international relations is required.	
EXPERIENCE: Minimum two years of progressively responsible administrative experience in program support are required.	
LANGUAGE: Level IV (Fluent) Speaking/Reading/Writing of English, Romanian and Russian are required. <i>This will be tested.</i> Incumbent must be able to provide ad hoc translation and interpretation in all three languages. <i>This will be tested.</i>	
Must have excellent organizational and communication (both written and oral) skills. Must have the ability to manage several different projects simultaneously, and to schedule work with tight deadlines. Must be flexible and able to adjust to shifting priorities and time limits.	
Must have advanced database and word processing skills, and skills in maintaining and updating records.	
Must have detailed knowledge of Moldovan educational system; Moldova's political, economic and social structures; and Moldova's governmental and non-governmental institutions.	