



Employment Opportunity U.S Peace Corps in Moldova

ADMINISTRATIVE ASSISTANT/DRIVER

ADMINISTRATIVE ASSISTANT/DRIVER on a full-time basis for the period April – August, 2014 to assist with a 10-week training of U.S. Peace Corps Volunteers/Trainees.

Major Duties and Responsibilities

Under the coordination of the Training Manager:

- Assists with training logistical organization and executes necessary pre-payments as appropriate.
- Makes financial payments and processes advances and prepares the expenses records and reports as directed.
- Prepares contracts for training sites and trainee host families;
- Operates the vehicle keeping accurate mileage logs recording and develops schedule for vehicle utilization.
- Develops and maintains appropriate filing system for administrative documents and forms.
- Serves as interpreter as needed with all levels of Government, financial and local business officials.
- In accordance with the Agency's regulations provides safety and security support to U.S. Trainees, Volunteers and staff.

Events may require occasional work in the evenings and on weekends and holidays.

Desired Qualifications / Skills:

- University degree required;
- Fluency in English, Romanian and Russian;
- Driver's license and experience with SUV vehicles are desired.
- Administrative Experience working with budgets, processing of administrative-financial documents;
- Good knowledge of Microsoft Word and Excel;
- Exposure to or experience with foreigners preferred.

LANGUAGE AND TECHNICAL INSTRUCTOR

LANGUAGE AND TECHNICAL INSTRUCTOR (LTI) on a full-time basis for the period April – August, 2014 to assist with a 10-week training of U.S. Peace Corps Volunteers/Trainees.

Major duties include providing Romanian/Russian language training and community integration instruction and support the technical instruction process for a group of U.S. Peace Corps Volunteers/Trainees.

Major Responsibilities:

- Plans and facilitates language, cross-cultural and community integration training;
 - Selects Moldovan host families for U.S. Trainees.
 - Assists Trainees in developing technical language and appropriate behavior skills necessary for working as professionals in Moldova;
 - In accordance with the Agency's regulations provides safety and security support to U.S. Trainees and staff;
- LTI's are required to live in the villages close to Chisinau for the period of training.

Desired Qualifications / Skills:

- Language teaching or training experience is a must;
- Excellent language proficiency in Romanian and Russian and a very good knowledge of English;
- General knowledge of Moldovan culture, communities, and professional norms is essential;
- Good interpersonal skills and cross-cultural understanding;
- Flexibility while working within a cross-cultural environment and ability to work as a member of a team;
- Exposure to or experience with foreigners preferred.

(University graduates and/or 3rd year students will also be accepted.)

Interested candidates must submit the resume and the letter of interest by email, in MS Word format with the *position title in the subject line* to applications@md.peacecorps.gov or to bring them to the office:

12 Grigore Ureche STR., Chişinău

Tel: 54-50-21

Deadline for applications is February 26th, 2014

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



JOB OPPORTUNITY ANNOUNCEMENT

The U.S. Peace Corps is seeking individuals for employment as:

- **ADMINISTRATIVE ASSISTANT/DRIVER**
- **LANGUAGE AND TECHNICAL INSTRUCTOR**

For the full text of the ad please follow the links:

<http://moldova.peacecorps.gov/pstassistant.php>

<http://moldova.peacecorps.gov/lti.php>

Deadline for applications is February 26th, 2014