

Narrative Statement Supplemental Form  
**Program Assistant, FSN-7**

**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.

<i>Qualification requirements</i>	<i>My qualifications and how they meet the vacancy announcement requirements.</i>
<b>Education:</b>	
University degree in education, journalism, international relations, languages or liberal art is required.	
<b>Experience:</b>	
Minimum two years of administrative work experience in education or cultural programming is required.	
<b>Language Proficiency:</b>	
Level IV (Fluency) in both written and spoken English, Level IV (Fluency) in Russian or Tajik language and Level III (good working knowledge) in either Russian or Tajik language is required.	
<b>Skills and Abilities:</b>	
Strong communication and interpersonal skills in the workplace. Good working knowledge of office administration including MS Outlook, Excel, Word, design programs, and database applications. Ability to translate short documents as needed.	
<b>Knowledge:</b>	
Previous exposure to Tajikistan's cultural and educational institutions.	