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Date: October 27, 2014

Closure Date: November 23rd, 2014

Position Title: Program and Training Assistant

Salary: Starting at \$9898.35 (includes family and transportation allowances + bonus) annually plus benefits

### ***Programming & Training Assistant***

The United States Peace Corps program in Timor-Leste seeks a qualified and motivated candidate for the following full-time position: Programming and Training Assistant

The United Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Timor-Leste to be assigned to Districts to work with communities on development projects. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on [www.peacecorps.gov](http://www.peacecorps.gov).

The ***Programming & Training Assistant*** will work as a member of the Programming & Training Unit supporting the entire Peace Corps Timor-Leste Program. The Programming & Training Assistant will:

- Provide administrative and logistical support to the Programming and Training Team;
- Oversee the monitoring, reporting and evaluation (MRE) system for Peace Corps Timor-Leste
- Manage the Peace Corps Timor-Leste small grants program;
- Help maintain the Peace Corps Resource Center;
- Provide translation support as needed; and
- Manage special projects as assigned.

#### **Mandatory Qualifications**

**Education:** Any University degree

**Professional Work Experience:** Minimum 5 years experience working in a program support and/or administrative support capacity.

**Language:** Fluency in Tetum and English are required.

#### **Skills and requirements:**

- Evidence of strong administrative skills.
- Excellent interpersonal communication and organizational/time management skills.
- Proactive attitude and flexibility.
- Ability and willingness to follow directions and training from supervisors.
- Polite manners, professionalism and sense of discretion under all circumstances.
- Experience working in a cross-cultural setting as a part of an intercultural team.

**Important!** Applicants must clearly describe or demonstrate how they meet each of the mandatory qualifications. Qualified and interested candidates should send a description of their qualifications and CV by e-mail to [easttimorpc@peacecorps.gov](mailto:easttimorpc@peacecorps.gov). The SUBJECT LINE of this email MUST state: **Application for Programming & Training Assistant**. Hard copies of applications will not be accepted.

Closing date: applications must be received **no later than midnight November 23rd 2014 to be considered**. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.

The Peace Corps is an equal opportunity employer.