

JOB DESCRIPTION

Job Title: Logistics Coordinator (part-time)
Reports to: American Councils Country Director, Michael Johannes
Issuing Date and Application Deadline: Issue date: February 13, 2018 Deadline for application: March 01, 2018

POSITION OVERVIEW

(summarize in 2 – 3 sentences the overall mission of the job)

American Councils for International Education seeks Logistics Coordinator to assist putting together the Training for Trainers (ToT) at the end of March in Ashgabat and culture discussion sessions in mid-July and mid-August.

OBJECTIVES

(main duties and responsibilities)

Logistics Coordinator will be requested to:

- Coordinate and purchase supplies for ToT, sessions and organizational needs;
- Collect receipts for all organizational purchases, ensuring they are coded correctly and meet all the other expense report requirements;
- Prepare and submit budget requests for all planned organization related expenses;
- Coordinate room, board and travel arraignment for FLEX Alumni Facilitators;
- Assist staff in program specific duties, as necessary;
- Conduct research and provide recommendations to staff on procurement needs;
- Ensure proper payment of all organizational bills and track each transaction;
- Prepare necessary paperwork for all bank transactions;
- Make sure that all organization facilities and furniture is maintained and in working order;
- Verifying translations of Turkmen and Russian language documents;
- Assist in other organizational support duties as identified by the Country Director.

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Logistics Coordinator (part-time)

Required Skills and Competencies:

- Turkmen citizenship;
- Experience in budget planning;
- Experience in activity/project organization;
- Strong leadership and communication skills;
- Creativity, initiative, and problem-solving skills;
- Ability to manage time, respect for rules, accountability, and understanding of the need for quality in their work;
- Computer skills: MS Programs.

Education and Experience:

- Higher Education a positive but not necessary for an otherwise strong candidate;
- High oral and written proficiency in Turkmen and/or Russian. Working knowledge of English language.

About American Councils and Employment Benefits:

American Councils is a legal entity in Turkmenistan under the Foreign Assistance Agreement between governments of the United States and Turkmenistan for the purpose of implementing US Embassy education and cultural exchange programs in Turkmenistan. Staff receive a market salary, a monthly health stipend, work only a 5 day/40 hour week. American Councils maintains a friendly, informal office environment. For further information, please call +993-12-36-90-16.

Application instructions:

Please, send a complete application package consisting of:

1. Resume/CV;
2. Cover Letter highlighting motivation for the position.

Email application to flexalumni@americancouncilstm.org include "Logistics Coordinator" in the subject line of your email.

Application deadline:

March 01, 2018