

## JOB DESCRIPTION

<b>Job Title:</b>
Turkmenabat American Corner Manager
<b>Reports to:</b>
American Corner Grant Manager and the Information Officer at the Public Affairs Section of the U.S. Embassy
<b>Issuing Date and Application Deadline:</b>
Issue Date: January 8, 2020      Deadline for Application: January 26, 2020

### POSITION OVERVIEW

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

The Turkmenabat American Corner Manager position is responsible for the smooth operation of the Turkmenabat American Corner (TAC), including administrative and programmatic management.

### OBJECTIVES

*(main duties and responsibilities)*

Duties of the Turkmenabat American Corner Manager:

- Managing the overall operations of the Corner, including the library and Internet center;
- Serving as the representative of American Councils and providing information on U.S. Embassy programs, events, and services in Turkmenabat;
- Administering and overseeing all local programming, including workshops, group studies, and other events;
- Providing general oversight and support to other U.S. government funded programs and activities;
- Coordinating and communicating with both American Councils and the U.S. Embassy in Ashgabat on initiatives, events, programs, and operations on a day-to-day basis;
- Providing regular, timely, detailed, and accurate written reports on TAC operations and activities to both American Councils and the U.S. Embassy in Ashgabat;
- Informing the American Councils Country Director and PAS about leave plans, schedule changes, performance and personnel issues;
- Maintaining good, transparent working relationships with the local authorities, schools, and other local and international organizations based in the region;
- Submitting a Monthly Activity Calendar to OBLONO, Hakimlik, and any other local authorities who request it at least one week before the month begins after its approval by the American Councils Country Director and PAS;
- Advising visitors on higher educational opportunities in the U.S.A.;
- Supervising all current staff members, including an IT/Technical Assistant, American Corner Assistant, Housekeeper, and other contract staff. This includes, but is not limited to:
  - Identifying vacancies, advertising positions, and leading the hiring process;
  - Providing training and orientation for any new staff members under your supervision;
  - Tracking and approving employee time-sheets, vacation, sick-leave, and comp-time;
  - Drafting employment documentation (such as appointment letters, performance evaluations, award nominations, and disciplinary letters) as necessary, including items for the Country Director's signature;
- Provide current and prospective TAC employees with information about American Councils administrative policies, providing updates as policies change, job duties, working conditions, wages and employee benefits;
- Managing TAC finances, financial reports, and back-up documentation. This includes performing the following in a timely and professional manner to the American Councils Ashgabat office:
  - Monthly Budget Request, Activity Calendar, and Activity Narrative to Country Director;
  - Monthly Expense Report including collecting all receipts and encoding them accordingly;
  - Monthly Cash-Log record on receiving and disbursing funds.
- Tracking statistics and events for reporting purposes and submitting them to PAS and American Councils Ashgabat in a timely and professional manner. This includes:
  - American Corners monthly statistical report to American Councils;
  - American Corner monthly report to PAS;
  - Education USA monthly report to EAC Advisor;
- Ensuring the monthly alumni activity report is sent by the American Corner Assistant;
- Performing other duties as assigned by both the Country Director and the American Corner Grant Manager;
- Other reports as assigned.

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**Job Title:**

Turkmenabat American Corner Manager

**Required Skills and Competencies:**

- Strong knowledge of the U.S. Culture;
- Strong English language (Turkmen is a bonus);
- Strong staff management and budget management skills;
- Strong writing, communication, cross-cultural, and professional interpersonal skills;
- Demonstrated training or teaching, organizational, and problem solving skills as well as attention to details;
- Ability to work independently, manage multiple priorities, and contribute to a team effort;
- Strong MS Word, Power Point, Excel, and general Internet skills.

**Education and Experience:**

- Undergraduate degree required (graduate degree preferred).

**About American Councils and Employment Benefits:**

American Councils is a legal entity in Turkmenistan under the Foreign Assistance Agreement between the 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, immediately start accruing 20 days of paid vacation and 12 days of paid sick leave a year, and are compensated for overtime with additional comp time. American Councils maintains a friendly, informal office environment.

For further information, please call (993) (12) 36-90-16 or visit our website at <http://americancouncilstm.org/>

**Application instructions:**

To apply, you must send:

- 1) Resume/CV
- 2) Cover Letter which includes expected salary
- 3) Email and phone contact information for three references who can speak about your professional and academic skills

Application packages should be sent to [jobs@americancouncilstm.org](mailto:jobs@americancouncilstm.org). Please indicate the name of the position in the subject line of the email and your application. For further information, please call +993-12-36-90-16.

Only top candidates with complete applications will be interviewed. Current employees of American Councils are encouraged to apply.

**Application deadline:**

January 26, 2020