AMERICAN COUNCILS
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TURKMENISTAN

JOB DESCRIPTION

Job Title: FLEX Recruiting Assistant
Reports to: American Councils Country Director; FLEX Program Coordinator
Issuing Date and Application Deadline: Issue Date: July 15, 2015

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

The FLEX Recruiting Assistant is responsible for assisting in all aspects of FLEX recruitment: publicizing, testing, reporting, etc. The position requires extensive travel throughout the country, with long hour and non-standard work hours. The FLEX Recruiting Assistant position is a part-time, short-term position that lasts from August 2015 to approximately January 2016.

OBJECTIVES
(main duties and responsibilities)

As the FLEX Recruiting Assistant, your duties from roughly August to January each year will include:

• Attending initial training conference in August of 2015 (international location to be determined);
• Assisting FLEX staff in test administration, crowd control, advertising, meetings participation, translation and interpretation, answering requests for information, processing documents in the Ashgabat office, and post-recruitment reporting;
• Strictly following all FLEX test administration procedures and guidance from FLEX program staff;
• Traveling throughout major cities in Turkmenistan nearly every weekend from September to January as part of a FLEX recruitment team;
• Giving public presentations on the FLEX program and testing procedures in Turkmen and Russian;
• Providing translation for American staff between English and Russian or Turkmen;
• Coordinating FLEX testing and logistics with Ministry of Education, OBLONO, and secondary school officials;
• Assisting with other office or recruitment duties as assigned.

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FLEX Recruiting Assistant

Required Skills and Competencies:

• MUST be able to perform excellent oral and written translation in Turkmen and basic Russian;
• MUST be able to travel abroad for training in August;
• Maturity, professionalism, initiative, and eagerness to work in a team;
• Overall strong maturity, written, and oral communication abilities;
• Positive attitude about the FLEX program and their experience;
• Comfortable communicating with students, parents, principals and other government officials;
• Able to work weekends and long hours as required;

Education and Experience:

• Higher education a positive but not necessary for an otherwise strong candidate;
• MS Office and Internet skills;
• Experience and comfort in giving presentations to groups and other forms of public speaking;
• High oral and written proficiency (fluency preferred) in Turkmen language, basic oral and written Russian skills also a plus.
• Experience traveling independently within Turkmenistan and abroad;
• Experience with multitasking in a time intensive environment;
• Experience in reporting and budget management.

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/20 hour week, immediately earn 20 days of paid vacation and 12 days of paid sick leave in a year, and are compensated for overtime with additional paid vacation. American Councils maintains a friendly, informal office environment. For further information, please call +993-12-97-10-16.

Application instructions:

To apply, send a Resume/CV and a cover-letter that includes expected salary to Country Director, Rafael Murphy at director@americancouncilstm.org or to Gerogly street 48/A, 2 nd floor Ashgabat 744000 Turkmenistan Tel. (99312) 97-10-16/97-10-21. Please indicate the name of the position in your application and email. Only top candidates with complete applications will be interviewed.

Application deadline:

July 31, 2015