AMERICAN COUNCILS
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TURKMENISTAN

JOB DESCRIPTION

Job Title:
Turkmenabat American Corner Technical (IT) Assistant
Reports to:
Turkmenabat American Corner Representative
Issuing Date and Application Deadline:
Issue Date: July 26, 2016 Deadline for Application: August 7, 2016 by 17:30

POSITION OVERVIEW

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

This position is responsible for overseeing the technical operations of Turkmenabat American Corner. This position reports directly to the manager of the Turkmenabat American Corner but requires frequent coordination with American Councils staff.

OBJECTIVES

(main duties and responsibilities)

• Overseeing the technical operations of the American Corner in Turkmenabat;
• Maintaining and overseeing the upkeep and operation of all computers and other technical equipment in the office;
• Performing other related duties as required and assigned by both the Country Director and your supervisor.

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Job Title:

Turkmenabat American Corner Technical (IT) Assistant

Required Skills and Competencies:

- Basic knowledge in local networks,
- Basic knowledge in hardware replacements/management/planning,
- Candidates should be mature individuals with a professional attitude,
- Ability to work with a team.

Education and Experience:

- Previous related office experience preferable;
- Higher education a positive but not necessary;
- Strong IT/computer skills.

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 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 TAC Rep.; E-mail: acturkmenabat@americancounsilstm.org or bring to 33 Garashsyz Diyar Street, Turkmenabat,746100,Turkmenistan. T(993 422) 3 37 71. Please indicate the name of the position in your application and email. Only top candidates with complete applications will be interviewed.

Application deadline:

August 7, 2016 by 17:30