# Logo Description automatically generated

# PEACE CORPS/KYRGYZ REPUBLIC

# VACANCY ANNOUNCEMENT

POSITION TITLE: **Regional Manager** (temporary to 1-1.5 years Maternity Leave coverage)

Open to Kyrgyzstan Nationals only.

DUTY STATION: **BISHKEK city**

Reports To: **Director of Programming and Training (DPT)**

CLOSING DATE: **Monday, June 14th 2024**

This is a full-time position, requiring a minimum working schedule of 40 hours per week.

Under the supervision of the Director of Programming & Training (DPT), the Regional Manager (RM) is responsible for the management and support of Peace Corps Volunteers (PCVs) living and working for two years within an assigned geographic region of the Kyrgyz Republic; and for all Peace Corps Response Volunteers (PCRVs) during their twelve months in the country. The RM helps select and prepare sites, recruits, vets and trains host families, ensures housing meets established criteria for health and safety and security, and works to ensure that the communities where Volunteers live, and work are prepared to receive them. He/she is the primary point of contact for the Volunteers, and helps them to become self-sufficient, integrated, secure, and productive. RM monitors Volunteer performance in their work, cultural adaptation, and language acquisition, and remains in regular contact with relevant Kyrgyz partners and authorities in the assigned region. The RM works closely with other staff to address Volunteer challenges, and participates in program development, training, planning, evaluation, and reporting. RM also manages partnerships with Volunteers’ counterpart organizations in government and non-governmental sectors and leads Post’s Eco-tourism Response Program and efforts to develop new partnerships and opportunities for future Response Program Volunteers in the area of eco-tourism, environmental sustainability, or other project areas.

**Minimum Required Qualifications:**

**Education:** Bachelor’s degree or higher in a field related to education, sustainable development, conservation tourism, tourism and travel management, environment, marketing and management, or community development.

**Experience:** Minimum of 3 years’ relevant experience

**Language:** Fluent in English, Kyrgyz and Russian. Ability to communicate orally and in writing at a high level across multiple levels of contacts.

**Required Skills and Competencies**

* Good leadership and teamwork abilities.
* Excellent inter-personal skills, including the ability to develop and maintain strong relationships at all levels, and as required, with external stakeholders
* High ethics and a personal commitment to transparency and accountability
* Availability and willingness to travel extensively and frequently, up to 60% of the time.
* Ability to work under pressure.
* Practical abilities in the use of MS Office (Outlook, Word, Excel, Power Point), the Internet, Microsoft Teams.

**Interested applicants should send their detailed CV to:**

**Contracting Officer** [pckg.contracting@gmail.com](mailto:pckg.contracting@gmail.com) with e-mail subject as “**Regional Manager”.**

**IMPORTANT INFORMATION APPLICANTS ARE REQUIRED TO INCLUDE IN THEIR APPLICATION SUBMISSION TO PEACE CORPS:**

* Applicants should clearly describe so the reviewer can understand:
  + Education: Confirm degree and area/specialty of studies. Don’t send copies of your diplomas/ certificates at this stage. These will only be requested from finalists.
  + Experience: Provide clear examples of total years of relevant experience and areas of work, including specific examples and complexity.
  + References: Don’t send any references at this time. These will only be requested from finalists.

**APPLICATIONS/CVs REVIEW PROCESS AND TIMELINE**

After the review of the above-mentioned documents, selected candidates under consideration will undergo a 3-round hiring process:

1. Round 1 – English and Kyrgyz language skills test (via telephone)
2. Round 2 – Written Exam (to be conducted at PC/Kyrgyz Republic office)
3. Round 3 – Interview Panel (to be conducted at PC/Kyrgyz Republic office)

The individual will be required to follow any workplace health and/or safety rules indicated for their position specified in Peace Corps policies – including complying with any medical and/or training requirements the policy/policies specify.

Compensation from USD $ 23,401 to $ 32,762 per annum will be determined based on previous salary history and experience.

Statement of Work (job description) is available at the Peace Corps website:

[www.peacecorps.gov/kyrgyz-republic/contracts](http://www.peacecorps.gov/kyrgyz-republic/contracts)

A contract will be awarded contingent upon successful completion of reference checks, background investigation and medical examination.

Peace Corps will not discriminate against an applicant because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older, except when the applicant is beyond the mandatory retirement age in the country of assignment), disability, or genetic information.

*Due to the volume of applications received, only shortlisted candidates will be contacted.*