**Peace Corps North Macedonia**

**Administrative Assistant Position**

**Application Instructions & Required Resume Template**

Peace Corps North Macedonia is a US government agency and seeks qualified and motivated candidates for the full-time position of Administrative Assistant. The Administrative Assistant (AA) reports to the Financial Specialist (FS) and will serve as a key member of the Finance team, supporting the entire Peace Corps North Macedonia program. The AA will serve as the primary administrative contact for Peace Corps Volunteers, providing them with administrative information, guidance, support and assistance. The AA also supports staff in a broad range of administrative and financial matters.

**Resume Instructions:**

Please read all directions carefully. Qualified applicants must create a resume, as specified, in order to be considered for the position.

1. All resumes must be:

* Times New Roman font
* No smaller than 10 point font
* No smaller than 0.75 inch margins on top, bottom, left, and right
* No more than 4 pages

1. The applicant must delete any words in red for their final resume.
2. Do not include the instructions page with your resume.
3. Review the [vacancy announcement](https://files.peacecorps.gov/documents/AA_Vacancy_2021.07.20.docx) for additional requirements and information on how to submit your application.

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| --- |
| **Required Qualifications:**  Education & Experience: University degree in Business Administration, Economics, Accounting, Finance, or related financial or administrative field and minimum 3 years professional experience in financial administration,  Or  University degree in any field and minimum 5 years of experience in financial administration.  Language: Fluent Macedonian and English (both written and oral).  Knowledge, Skills, and Abilities:   * Minimum 2 years of professional experience analyzing financial transactions, records, and reports, manage accounting records within the last 5 years; * Minimum 2 years of experience providing customer service within the last 5 years; * Excellent interpersonal communication and time management skills; * Demonstrated experience and fluency with Microsoft Office Suite products (i.e. Word, Excel, PowerPoint); * Experience working in a cross-cultural setting and as a member of a multicultural team; * Excellent attention to detail; * Demonstrated ability to work effectively under pressure of multiple tasks and deadlines; * Demonstrated experience in preparing and delivering of sessions or trainings related to financial administration and/or policies within the last 5 years.   **Desired Qualifications:**   * Experience working with databases or web-based financial platforms/systems; * Experience working in an international organization/NGO/company in financial support/administration; * Knowledge or experience with human resources support, human resources management or local labor law. |

**First Name Last Name**

Phone number/Email address

Address, City, Country

Country of Citizenship: Country name; Country of Permanent Residence: Country name

**Education & Years of Experience**

Please complete this information:

1. University degree, institution, year of graduation:
2. Years of professional experience in financial administration:

**Work & Volunteer Experience Information**

[Applicants may include as many experiences as needed; resume should not exceed 4 pages.]

**Your Title**

**Organization** (City, Country)

Month/Year – Month/Year

Hours per week:

1. DirectlyRelevant Experiencein this position

* *[In this section, describe experience, if any, directly relevant to the Administrative Assistant position – refer to requirements. Please use bullets, not paragraphs. Information should be clearly written and succinctly state how you meet the qualifications]*

II. Additional experience in this position

* *[In this section, the applicant should include additional experience, if any, which may not be directly relevant to the Administrative Assistant position, but is still significant. Please use bullets, not paragraphs. Information should be clearly written.]*

III. [Optional Section, include only if applicable]: This work/volunteer experience took place in an international organization based in [insert country name].

\*Repeat this format above for as many relevant positions as needed; resume should not exceed 4 pages.

**Language Skills**

|  |  |
| --- | --- |
| Macedonian | Choose one: Beginner, Intermediate, Advanced, Native Speaker |
| English | Choose one: Beginner, Intermediate, Advanced, Native Speaker |
| Add more languages as needed | Choose one: Beginner, Intermediate, Advanced, Native Speaker |

**Computer Skills**

|  |  |  |
| --- | --- | --- |
| Software | Do you have experience? (Yes/No) | Detail (optional) |
| Microsoft Office Suite |  |  |
| Databases |  |  |
| Web-based financial platforms |  |  |

**Additional Training**

* *[In this section, applicant may include additional relevant training experience. Please use bullets.]*

**Professional Achievements**

* *[In this section, applicant may include professional achievements. Please use bullets.]*