



JOB APPLICATION FORM

Responses must be typed onto this form, and only complete applications will be considered

Section 1

1. JOB INFORMATION

Vacancy Position Title: Program Specialist for Environmental Conservation Program (PS)

2. PERSONAL INFORMATION

Name	
Email Address	
Address	
Phone numbers	

3. MANDATORY QUALIFICATIONS

Please read each of the following questions carefully and answer yes or no:

- Do you have a Bachelor's Degree, preferably in Business, Administration, Environmental Management and Conservation, or any other related field?
☐ Yes ☐ No
- Do you have professional fluency —written and spoken—in both Spanish and English?
☐ Yes ☐ No
- Do you have experience working in project management or project management support, focusing on areas such as rural families and schools, and supporting community projects.
☐ Yes ☐ No
- Do you have experience working in social environmental community development?
☐ Yes ☐ No
- Are you familiar with Paraguayan culture and needs, its governmental ministries and organizations in the field and the implementation of projects in a rural context.?
☐ Yes ☐ No
- Do you have experience in planning, organizing, and implementing training, workshops and other activities?
☐ Yes ☐ No
- Do you have experience writing technical materials, manuals and/or reports in both English and Spanish?
☐ Yes ☐ No

8. Have you ever mentored and counseled professional adults?
- ☐ Yes ☐ No
9. Do you have experience working independently and in teams to achieve results?
- ☐ Yes ☐ No
10. Do you have experience working with a diverse group of people in a multicultural/multilingual environment?
- ☐ Yes ☐ No
11. Do you have experience in Microsoft Office including Outlook, Power Point and Outlook, and with internet search engines?
- ☐ Yes ☐ No
12. Do you have a valid driver's license and experience in driving manual (stick shift) four-wheel drive vehicles?
- ☐ Yes ☐ No
13. Are you available to drive through Paraguay approximately 60% of the time, including overnight visits?
- ☐ Yes ☐ No

*If you answered **YES** to all of the questions above, please complete the full application.
If you answered **NO** to any of the questions above, please do not submit an application form, these are mandatory qualifications for this position.*

4. EDUCATION

Complete the information for high schools and universities attended, beginning with your most recent:

School Name	
City and state/province	
Major (if applicable)	
Type of degree/diploma received	
Date degree/diploma received	

School Name	
City and state/province	
Major (if applicable)	
Type of degree/diploma received	
Date degree/diploma received	

School Name	
City and state/province	
Major (if applicable)	
Type of degree/diploma received	
Date degree/diploma received	

5. WORK EXPERIENCE

Complete the following information for all related work experience over the past 10 years (*paid and non-paid*), beginning with your most recent.

Please include here the information for your actual or most recent job	
Employer's Name & Address	
Job Title	
Hours per week	
Starting Date (Mo & Yr)	
Ending Date (Mo & Yr)	
Duties and accomplishments	
May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide your supervisor's name and phone number:	

Other Previous Job with Experience related to this position	
Employer's Name & Address	
Job Title	
Hours per week	
Starting Date (Mo & Yr)	
Ending Date (Mo & Yr)	
Duties and accomplishments	
Please provide your supervisor's name and phone number:	

Other Previous Job with Experience related to this position	
Employer's Name & Address	
Job Title	
Hours per week	

Starting Date (Mo & Yr)	
Ending Date (Mo & Yr)	
Duties and accomplishments	
Please provide your supervisor's name and phone number:	

Other Previous Job with Experience related to this position	
Employer's Name & Address	
Job Title	
Hours per week	
Starting Date (Mo & Yr)	
Ending Date (Mo & Yr)	
Duties and accomplishments	
Please provide your supervisor's name and phone number:	

6. OTHER QUALIFICATIONS

Please list any **job-related training courses** including titles and dates, skills, (e.g., foreign languages, computer knowledge, typing speed), as well as any **job-related certificates, licenses, honors and special accomplishments**:

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Section 2

*Please note that answers will require more than a "yes" or "no" response; please give relevant details but responses should be a maximum of **250** words.*

1. Please explain why you are interested in working for Peace Corps. Please provide specific details and concrete examples of why you think you are a strong candidate.

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2. Briefly summarize your experience in the following areas:

a) Project management or project management support working with rural families, rural schools, supporting community projects, supporting social environmental community development.
b) Working with government and/or private institutions, NGOs, etc., such as drafting professional documents and managing official communications with stakeholders including, if relevant, government officials.
c) Planning, organizing, and implementing specific training, workshops, and/or similar activities.
d) Writing or drafting materials, manuals and reports

3. Please indicate your experience mentoring and counseling adults

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4. Please discuss your experience working independently and in teams. What challenges did you face and how did you overcome those challenges? **Response:**

5. Have you ever worked with people from other countries or cultures? Tell us about your experience working in multicultural/multilingual environments.

Section 3

Provide the name and contact information of three (3) professional references, one of which should be a current or former supervisor:

Name and Title	
Relationship	
Address	
Email address	
Phone numbers	

Name and Title	
Relationship	
Address	
Email address	
Phone numbers	

Name and Title	
Relationship	
Address	
Email address	
Phone numbers	

Note: We will not contact your work references without your previous authorization.

This application form must be sent along with your resume (in Spanish) for consideration to the following email:
paraguayhr@peacecorps.gov