



The United States Peace Corps/Madagascar is recruiting for the following position:

**ONE (1) TRAINING CENTER OPERATIONS MANAGER (TCOM)**

The Training Center Operations Manager (TCOM) is responsible for the day-to-day management, including the administrative and operational oversight, of the Peace Corps Training Center (PCTC) located in Mantasoa. The incumbent reports to the Director of Management and Operations (DMO).

The duties of the TCOM include, but are not limited to:

- Providing management oversight of the financial, administrative, and operational aspects of the Pre-Service Training (PST) programs and other PCTC events;
- Preparing budgets and monitoring spending for all PCTC events;
- Overseeing logistical arrangements for all PCTC event , which includes procurement of food, supplies, and materials and coordinating transportation of attendees to/from the PCTC
- Overseeing administration and operations at the PCTC, management of the PCTC physical infrastructure, and management of government assets/equipment in the PCTC

The TCOM position is full time. For approximately 8 months each year, the TCOM will work from and be lodged at the training site, in Mantasoa; for the remainder of the year, the TCOM will work in the Antananarivo office.

**REQUIRED QUALIFICATIONS AND SKILLS**

- License Degree (Bacc +3) or equivalent professional experience; university-level coursework in management strongly preferred.
- Five years management experience in the realm of budgeting, event logistics and facility repairs, preferably including experience with American or international organizations.
- Proven ability to manage a large team, plan multiple events concurrently, and manage complex calendars.
- Excellent verbal and written communication skills in both French and English.
- Mastery of software programs including, but not limited to, Microsoft Excel, Word, Outlook email, cloud storage and collaboration software (MS 360, Drive, Box, and or Dropbox),and Google Calendar.

**STRONGLY DESIRED QUALIFICATIONS**

- At least two years' experience in Operations Management.
- Strong team-building skills, extremely organized, and detail-oriented in creating efficient processes.
- Demonstrated ability to work independently, with limited supervision.
- Familiarity with US Government rules, regulations, and procedures.
- Experience working with Americans and an understanding of American culture

Interested applicants should go to <https://www.peacecorps.gov/madagascar/staff-and-jobs> for additional information.

**Applications must be RECEIVED by February 24, by 04:00 PM, local time.**

Applicants must submit their application packets (Format pdf) by email to [MG-Jobs@peacecorps.gov](mailto:MG-Jobs@peacecorps.gov)

Please include "Ref: TCOM" in the subject line of the e-mail

**To be considered, all applications must include the following :**

- A letter of interest (in English) along with a CV containing the contact information of 3 professional references and addressing the required qualifications,
- A certified photocopy of the ID card, and
- Copies of all certificates related to the qualifications needed for this position.

Applicants with high potential will be asked to come for an interview at the Peace Corps office.

Incomplete applications will not be considered.

Peace Corps reserves the right to consider applications from this announcement within the next six months.