



**ANNOUNCEMENT
POSITION AVAILABLE**

Peace Corps/Dominican Republic seeks a Personal Service Contractor (PSC) for a full-time position as

Director of Management & Operations

POSITION SUMMARY:

The Director of Management & Operations (DMO) serves with full responsibility for all aspects of administrative management. The DMO maintains all oversight of Finance, General Services, Human Resources and operations. The DMO is a Contract Officer and assumes the leadership role in procurements and vendor management. This position will have a dynamic role in Volunteer management support functions. This position will manage and may directly participate in all aspects of the Management & Operations Department which include financial plans, fleet management, facility management, inventory and other assorted duties as assigned. The incumbent serves as a principal advisor to the Country Director in all administrative, operational, Human Resources and financial matters.

DESIRED QUALIFICATIONS:

- Minimum of 10 years of successful US Government employment history.
- Minimum of five years of proven professional supervisory experience.
- Professional experience and/or academic preparation in Human Resources.
- Masters degree in Business Administration or comparable post graduate degree.
- Direct experience in complex budget development and implementation.
- Experience in US Government procurement practices and vendor management.
- Exceptional and proven written, verbal and interpersonal communication skills in English and Spanish.
- Demonstrates keen sense of cultural awareness for both Dominican and US cultures.
- Excellent customer service and timelines management capabilities.
- Demonstrate high proficiency in Microsoft products with experience in Excel, Word, PowerPoint, and Outlook.
- Adaptability to web based programs and experience with technology implementations.
- Must be very organized, accurate, efficient and able to balance priorities.
- Must be solution oriented and resourceful in problem solving.
- Ability to coordinate and facilitate effective teamwork.
- Ability to work independently and oversee delegated duties.
- Ability to pass a US Embassy background check.

Interested applicants for this position must submit the following, or the application will not be considered:

- A resume or C.V. that includes dates of professional positions held and dates of education and training.
- A cover letter.

This position is paid at local rates. The annual compensation for this contract position ranges from RD\$1,323,628.00 to RD\$2,117,811.00 plus fringe benefits. Incumbent hiring salary will be based on work experience and salary history.

Please send resume (2 pages max) and cover letter highlighting relevant experience to: pcdrjobs@do.peacecorps.gov specifying that you are applying for the position PEACE CORPS Director of Management & Operations by **August 22, 2016**. A detailed position description is available upon request at email address: pcdrjobs@do.peacecorps.gov. Selected candidates will be contacted by the Human Resources Department for language testing purposes.