



Position Title: AEA General Manager

Opening Date: June 26, 2025

Closing Date: July 14, 2025

Working Hours: Full time (40 hours per week)

Salary: \$5 to \$6 per hour based on experience.

The American Embassy Association (AEA) is seeking a reliable and trustworthy individual to assist in all the operations of the Association. ****This vacancy announcement is NOT a U.S. Embassy position. It is a contractor job for the AEA.**

Basic Functions of the position:

This position includes responsibilities to control all operations of the association, to include financial management of the association and supervision of the AEA GM Assistant. S/he advises the Board of Directors, recommends the adoption of procedures that affect budgets and operational matters, and oversees all banking procedures, which include handling petty cash and maintaining the check register. The incumbent implements policies and operating procedures of the Board of Directors; prepares, submits, and distributes monthly financial reports, while also performing all functions required for handling wages.

Qualifications and Requirements:

- 1. Education:** University Degree in Business Administration, Accounting or Finance. Partial degrees will be considered.
- 2. Experience:** Minimum three years of experience in administration, finance and store keeping. Customer service experience preferred.
- 3. Language:** Good working knowledge of written and spoken English is required. **This may be tested.** Good working knowledge of Russian and/or Tajik is preferred.
- 4. Knowledge:** Thorough knowledge of accounting/bookkeeping is required.
- 5. Skills and abilities:** Ability to lift and carry up to 20 kg. Consistent professional appearance and pleasant demeanor. Good verbal communication and customer service skills, and excellent computer skills and attention to detail.

The complete position description listing all the duties and responsibilities may be obtained by contacting AEADushanbeTJ@gmail.com.

Required documents: Copy of Diploma, Resume

How to apply: Applicants must send resume to AEADushanbeTJ@gmail.com. The deadline for submission is COB Monday, July 14, 2025.