

Job - Executive Assistant (Peace Corps)

Duration: 05.05.2014-12.04.2014

**Peace Corps - Azerbaijan
Executive Assistant**

[DOWNLOAD | Application form | \(*.doc file\)](#)

The Peace Corps is a governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for more than fifty years in more than 135 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people.

**Executive Assistant
Approximate start date: June 2014**

Position Summary: The Executive Assistants supports and assists the Peace Corps Country Director with schedule management and document management. Additionally, the Executive Assistant is responsible for preparing briefing materials, researching issues upon request and making travel arrangements for the CD and official guests. The executive assistant research issues , prepare reports, summaries, analyses-including verbal and graphic presentations as assigned by the CD. Develop and maintain content for the Peace Corps Azerbaijan public website as directed by the CD. The Executive Assistant interprets and translates for the CD and manages overall office translation services with third party vendors. The position is based in Baku and will require occasional travel throughout Azerbaijan.

Qualifications Required: University degree; excellent English, Azerbaijani skills; excellent oral and written communication skills; Russian language skills a plus; knowledge of Word and Excel computer applications; diligence, patience, and a sense of humor; integrity and proven ability to maintain confidentiality; demonstrated teamwork , initiative and willingness to learn new tasks; ability to relate to people of diverse backgrounds; **previous Peace Corps experience is required.**

Desired Qualifications: Relevant work experience, particularly with international organizations; Experience creating and maintaining website content desired; proven ability to respond to emergency situations; ability to perform work with urgent deadlines; confidence to enforce and abide by Peace Corps' policies and regulations as they pertain to the position's responsibilities.

Application Process

You can download the Applications from www.azerweb.com or www.azerjobs.com or pick up from the Peace Corps Office. Qualified persons should submit completed application to the Peace Corps office: 2c Hasan Aliyev Street, Baku, Azerbaijan, or via Email: AzJobs@az.peacecorps.gov or Fax: (99412) 596 17 24 Submit the following: 1) completed application form (see attached) 2) CV or Resume 3) a detailed cover letter including a written description of how you meet the position's qualifications. **Only short listed candidates will be contacted.**

Application deadline is Tuesday, May 12, 2014, at 6:00 PM