



## *Peace Corps – Azerbaijan*

The Peace Corps is a US governmental agency that promotes global peace and friendship by sending Volunteers to interested countries around the world. The Peace Corps has been operating for over 50 years in more than 135 countries to build world peace and friendship through fulfilling three goals: (1) To help the peoples of interested countries in meeting their needs for trained men and women; (2) To help promote a better understanding of the American people on the part of the peoples served; and, (3) To help promote a better understanding of other peoples on the part of the American people. Peace Corps is currently seeking a Program and Training Assistant to provide support to the Program and Training Department.

## **Program & Training Assistant**

*Start Date: Late January 2012*

**Position Summary:** The Program & Training Assistant (PTA) provides administrative, logistical, programmatic, training and translation support to the Programming and Training Department. Duties include: support for all facets of Peace Corps programming and training, including preparation for and participation in training events, preparing correspondence, reports, and materials in support of program activities; maintaining program files; tracking qualitative and quantitative data within the monitoring and reporting systems; providing translations and interpretations; backing-up Program Managers in their absence; and a range of administrative and logistical tasks. Along with the Program Managers and other staff, the PTA provides on-going support to Peace Corps Volunteers living throughout Azerbaijan. The position is based in Baku, but responsibilities will require some travel outside of Baku and occasional work extended hours or weekends.

**Required Qualifications:** Relevant university diploma; excellent oral and written communication skills; strong organizational skills; experience working for a national or international organization; ability to relate to people of diverse backgrounds; integrity, patience, and a sense of humor; demonstrated teamwork and collegiality; willingness to learn; excellent Azerbaijani and English skills; and experience with computers on the job.

**Desired Qualifications:** Experience working with community or international development programs; experience in teaching or training.

**Application Process:** You can download application forms from [www.azerjobs.com](http://www.azerjobs.com), request them by email at [AzJobs@az.peacecorps.gov](mailto:AzJobs@az.peacecorps.gov), or pick up copies from the Peace Corps Office. Qualified persons should submit completed applications to the Peace Corps office: 2c Hasan Aliyev Street, Baku, Azerbaijan, or via email: [AzJobs@az.peacecorps.gov](mailto:AzJobs@az.peacecorps.gov) or Fax: (99412) 596 17 24. Applicants must submit the following: 1) completed application form and 2) CV or Resume. We recommend that you also submit 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 Monday January 9, 2012 at 12:00 PM**