



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. Commitment to Peace Corps' mission and goals is a critical success factor for this position.

Programming & Training Assistant

Start Date: August 2013

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, outreach to schools and organizations to facilitate Volunteer placement, preparing correspondence, reports, and materials in support of program activities; maintaining web site and 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 or equivalent experience; 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 website content development and maintenance. Candidates **must** be able to interpret from Azerbaijani to English and vice versa.

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

Application Process: Application forms are available at www.azerweb.com. Qualified persons should submit completed applications via email: AzJobs@az.peacecorps.gov.

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, June 03, 2013 at 10:00 am