

# Announcement of Recruitment FOR SHORT-TERM STAFF POSITIONS *Peace Corps – Azerbaijan*

*(Work site: from July-mid September in Baku, and then in the Xirdalan/Sumgayit area from late September to mid December  
This position may be extended for the period of March 2013 to June 2013, with the same work site pattern (first Baku, and later  
in Xirdalan/Sumgayit)*

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 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. Peace Corps will welcome a group of 55 new volunteer "trainees" to Azerbaijan in September 2012 for a three-month training period, and is currently recruiting temporary staff to support the trainees during this period.

## TEFL Program Assistant

*Start Date: End of August, 2012; End Date: December 2012*

*Extension start date: March 2013; End Date: June 2013*

**Position Summary:** The TEFL (Teaching English as a Foreign Language) Technical Training Assistant supports the TEFL Program Managers in the programmatic and logistical elements of technical training delivery. Responsibilities include: serving as point-of-contact for TEFL Program Managers at the training site; assisting TEFL Program Managers with the design of training content and sessions; identifying resource people and coordinating their participation as directed by TEFL Program Managers; coordination/negotiation with practicum sites; and assisting TEFL Program Managers with the implementation and evaluation of training.

**Minimum Qualifications:**

- University graduate;
- Background as a teacher or educator is preferred;
- Excellent command of written and spoken Azeri and English;
- Training experience with Americans or in a cross-cultural setting;
- Demonstrated facilitation and training skills; experience in mentoring;
- Excellent cross-cultural and communication skills;
- Analytical skills, organizational skills;
- Communication skills;
- Excellent attention to detail;
- Demonstrated flexibility and ability to work within strict timeframes;
- Good interpersonal skills;
- Ability to relate to people of diverse backgrounds and to communicate effectively with Peace Corps Trainees and Pre-Service Training staff;
- Willingness to live and work in a distant area (*near Baku, Khirdalan or Sumgayit*) for duration of Pre-Service Training;

### Application Process

Qualified persons should submit completed application 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 Submit the following:

1) **Completed application form** (You may obtain an application form from [www.azerweb.com](http://www.azerweb.com), or obtain one at the Peace Corps office at 2c Hasan Aliyev Street, Baku, Azerbaijan)

2) **CV or Resume**

3) **A detailed written description of how you meet the position's qualifications**

Only short listed candidates will be contacted

## Application deadline is June 7, 2012