

ANNOUNCEMENT OF RECRUITMENT FOR SHORT-TERM STAFF POSITIONS US PEACE CORPS – AZERBAIJAN

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Work site: US Peace Corps Azerbaijan office in Baku and Pre-Service Training (PST) office in Sumgayit
Employment Period: early March to late June 2013

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 33 new volunteer "trainees" to Azerbaijan in April 2013 for a three-month training period, and is currently recruiting temporary staff to support the trainees during this period.

COMMUNITY ECONOMIC DEVELOPMENT (CED) PROGRAM ASSISTANT

Position Summary: The CED Technical Assistant supports the CED Program Manager in the programmatic and logistical elements of technical training delivery. Responsibilities include: serving as point-of-contact for CED Program Manager at the training site; assisting CED Program Manager and PST Director with the design of training content and sessions; identifying resource people and coordinating their participation as directed by CED Program Manager; facilitating training sessions; coordination/negotiation with practicum sites; and assisting CED Program Manager with the implementation and evaluation of training.

Minimum Qualifications:

- University graduate
- Background in community economic development 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, organizational, communication skills and 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 PST staff
- Willingness to work in a distant area (Sumgayit) for duration of PST.

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 or
- Fax: (99412) 596 17 24

Submit the following:

- 1) Completed application form (You may obtain an application form from 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 JANUARY 28 2013, 9 AM