

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

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.

HOST FAMILY COORDINATOR

Position Summary: The Host Family Coordinator identifies and coordinates host family placements. Responsibilities include: planning, implementing and evaluating Trainees' host family stay as an integral part of the Pre-Service Training (PST) program; providing feedback to trainees on adaptation for living with a host family; contributing to the trainee assessment process; coordinating other aspects of PST as assigned.

- **Minimum Qualifications:**
 - Excellent command of written and spoken Azeri and English
 - Strong communication and negotiation skills
 - Excellent cross-cultural skills, including previous experience working with Americans
 - Previous experience designing or facilitating training
 - 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
 - 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