

Announcement of Recruitment
for
YOUTH DEVELOPMENT PROGRAM MANAGER Position
Peace Corps – Azerbaijan

(Position based in Baku, with extensive travel to the regions)

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 over forty 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.

Youth Development Program Manager
Start Date: February 16, 2009

Position Summary: The Program Manager develops, manages, and promotes the Peace Corps Youth Development Project and Peace Corps Volunteer (PCV) sites within Azerbaijan. Duties include: communicating with the PCVs and their Azerbaijani counterparts; designing and facilitating a 2.5 month pre-service training curriculum for newly arrived Americans, providing day-to-day support to PCVs throughout their two years of service; initiating and maintaining good relations with the Ministry of Youth and Sport, development organizations, and community partners; assessing youth development opportunities throughout the regions of Azerbaijan; assisting with the design and implementation of the project plan; providing ongoing training and support to PCVs and Azerbaijanis; and reviewing PCV reports. A significant portion of this position involves communicating effectively and empathetically with people of diverse backgrounds. The position is based in Baku, but responsibilities require **extensive travel** throughout Azerbaijan and willingness to occasionally work on weekends and other extended hours as needed.

Required Qualifications: Relevant university diploma; past experience working for international organizations in the area of programming; 1-2 years experience in managing projects including planning, reporting, and supervising others, experience in designing and facilitating trainings/workshops for adults; excellent Azeri and English skills, ability to effectively communicate verbally and in writing, demonstrated capacity to work with people of diverse backgrounds; good computer skills. Ability to travel extensively throughout Azerbaijan for 2-4 day trips.

Desired Qualifications: M.A. in relevant field; 2+ years experience working with youth or community development programs; 1+ years experience as a trainer in the area of community development.

Application Process: You can download application forms from www.azerweb.com, request them by email at 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 or Fax: (99412) 596 17 24.

Applicants MUST submit the following:

- 1) Completed application form
- 2) CV/Resume
- 3) A detailed cover letter including a written description of how you meet the position's qualifications.

Incomplete applications will not be considered. Only short listed candidates will be contacted.

Application deadline is Friday, January 16, 2009 at 5:30 PM.