

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

(Work site: 1+ months in Baku; 3 months in 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 almost 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 sixty eight new Volunteer "trainees" to Azerbaijan in September, 2010, for a 11-week training period, and is currently recruiting temporary staff to support the trainees during this period.

Administrative/Logistics Assistant

Start Date: August 2010; **End Date:** December 2010

Position Summary: The Administrative and Logistics Assistant coordinates logistics, documentation, administrative issues, and budgeting functions throughout the period prior to and throughout the three-month training. Responsibilities include: coordinating logistics, staff schedules, and timekeeping; monitoring supply inventory; tracking budget and expenditures; purchasing necessary items for the training and keeping track of these expenses; and executing payments.

Minimum Qualifications:

- University student or graduate
- Excellent command of written and spoken Azeri and English
- Experience working with budgets, processing administrative/financial documents, managing logistics
- Analytical skills, organizational skills, communication skills, excellent attention to detail
- Demonstrated flexibility and ability to work within strict timeframes and under stress
- 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 Sumgayit for duration of Pre-Service Training

Application deadline July 19, 2010

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 July 19, 2010 06:00 PM