

## *Peace Corps - Azerbaijan*

### **GENERAL SERVICES OFFICER**

**(full time)**

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.

#### **Position Summary**

The role of the General Services Officer is to assist the Administrative Officer (AO) in the inventory, purchasing, vehicle management, property management/maintenance, logistical support, contracts, coordination of work performed by drivers, cleaner, and contracted service providers, and other related administrative activities.

**Minimum Qualifications:** University or graduate degree. Excellent command of written and spoken Azeri and English. Demonstrated flexibility and ability to work within strict timeframes. Good interpersonal skills, ability to relate to people of diverse backgrounds. 3-5 years of experience in the field of procurement and logistics.

#### **Application Process**

You can download the Applications from [www.azerweb.com](http://www.azerweb.com) or [www.azerjobs.com](http://www.azerjobs.com) or pick up from the Peace Corps Office. 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 (see attached) 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 September 4, 2009 6:00 PM.**