

## **Announcement of Recruitment**

### ***Peace Corps – Azerbaijan***

#### **Training Manager**

*Start Date: August 11, 2008*

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-five 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 is currently recruiting a Training Manager to provide overall management and supervision to Peace Corps Azerbaijan's training program for trainees and Volunteers.

**Position Summary:** The Training Manager provides overall management and supervision to Peace Corps Azerbaijan's training program for trainees and Volunteers. The functions include: leading the design of effective training programs; creating effective learning environments for trainees and Volunteers; planning, directing, supervising and monitoring pre-service training programs and in-service training events; coordinating the integration of training components effectively into training programs; helping to assure the safety and security of trainees and Volunteers at training events; coordinating the activities of training staff members as appropriate; providing feedback to training staff and PCTs/PCVs; and reporting on training programs. 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 travel outside of Baku, residing in a training location outside Baku for 3 months of each year, and willingness to work on weekends and other extended hours as needed. The position is available from August 11, 2008, but the selected candidate is encouraged to temporarily overlap with the current Training Manager during July 7 – 18, 2008, and then start again in late August, 2008.

**Minimum Qualifications:** Relevant university diploma, preferably with a degree in education, foreign language, or adult education. Knowledge of progressive teaching methods and experiential learning. Experience in designing, facilitating and managing both the administration and content of Peace Corps trainee and Volunteer training events, with special experience and competence in pre-service training. Excellent Azeri and English communication skills. Experience working in an international organization and demonstrated capacity to work effectively with people of diverse backgrounds. Good computer skills including Word, Excel, and databases.

**Desired Qualifications:** M.A. in education, English or adult education; 2 years teaching experience; 1 year experience as a team or project leader/supervisor; 4 years work experience with international organizations.

#### **Application Process**

Qualified persons should submit completed application to the Peace Corps office: 2c Hasan Aliyev str. Baku, Azerbaijan, or via Email: [azjobs@az.peacecorps.gov](mailto:azjobs@az.peacecorps.gov) or Fax: (99412) 596 1724. Submit the following: (1) completed application form (see attached); (2) CV or Resume; and (3) a detailed written description of how you meet the position's qualifications. **The position is available from August 11, 2008 with some preparatory work in July 7-18, 2008. Applications will be considered on a rolling basis as soon as they are received. Only short listed candidates will be contacted.**

**Application deadline is Monday, June 9, 2008 12:00 PM (Noon)**