

# 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.

## **CED Program Training Assistant**

*Start Date: August 30 2010; End Date: December 10, 2010*

**Position Summary:** The CED Technical Assistant supports the Community Economic Development (CED) Program Manager in the programmatic and logistical elements of technical training delivery. Responsibilities include: serving as point-of-contact for CED Program Manager at the training site; assisting CED Program Manager and PST Director with the design of training content and sessions; identifying resource people and coordinating their participation as directed by CED Program Manager; facilitating training sessions; coordination/negotiation with practicum sites; and assisting CED Program Manager with the implementation and evaluation of training.

**Minimum Qualifications:** University graduate

- Background in community economic development is preferred
- Excellent command of written and spoken Azeri and English
- Training experience with Americans or in a cross-cultural setting;
- Demonstrated facilitation and training skills;
- Experience in mentoring;
- Excellent cross-cultural and communication skills
- Analytical, organizational, communication skills and excellent attention to detail
- Demonstrated flexibility and ability to work within strict timeframes
- 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 12, 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](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 July 12, 2010 6:00 PM.**