



### Vacancy Announcement

<b>Position/Title:</b>	Project Assistant
<b>Classified Grade:</b>	SB2
<b>Office/Project:</b>	“Promoting the Role of Civil Society in Gender-sensitive SDG Implementation” project
<b>Duration</b>	1 year with possibility for extension
<b>Duty Station:</b>	Baku, Azerbaijan
<b>Duties and Responsibilities:</b>	Go to the below link for more information: <a href="https://jobs.partneragencies.net/erecruit.html">https://jobs.partneragencies.net/erecruit.html</a>
<b>Submission of applications</b>	Go to the below link to apply for the position: <a href="https://jobs.partneragencies.net/erecruit.html">https://jobs.partneragencies.net/erecruit.html</a> Instructions for applicants on how to apply are attached.
<b>Recruitment qualifications</b>	<p><i>Education:</i></p> <ul style="list-style-type: none"> <li>• Bachelor’s Degree in Business or Public Administration, finances or related field. Higher academic degree in respective disciplines will be an asset.</li> </ul> <p><i>Experience:</i></p> <ul style="list-style-type: none"> <li>• Minimum 5 years of relevant experience in administration and/or programme support service;</li> <li>• Experience in the usage of computers and office software packages (MS Word, Excel, etc.);</li> <li>• Experience in handling of web-based management systems;</li> <li>• Experience of work with international and/or donor organizations, national institutions is a strong asset.</li> </ul> <p><i>Language Requirements:</i></p> <ul style="list-style-type: none"> <li>• Fluency in the English and Azerbaijani languages is a must;</li> <li>• Knowledge of Russian Language is an asset.</li> </ul>
<b>Application Deadline:</b>	18 May 2018