



Vacancy Announcement

Position/Title:	Project Administrative and Finance Assistant
Classified Grade:	SB-2/1
Office/Project:	“Modernization of Sustainability and Efficiency of ICT infrastructure and ICT services in the Republic of Azerbaijan” project
Entry Date	As soon as possible
Duration	11 months (with the possibility of extension)
Duties and Responsibilities:	Go to the below link for more information: (https://jobs.partneragencies.net/erecruitjobs.html)
Submission of applications	Go to the below link to apply for the position: (https://jobs.partneragencies.net/erecruitjobs.html) Instructions for applicants on how to apply are attached.
Qualifications:	<ul style="list-style-type: none"> • Bachelor’s degree in economics, finance and credit, humanities, social science, development studies or other relevant disciplines; • At least 5 years of professional work experience (UNDP project experience is essential); • Experience in preparing, organizing, servicing and managing international meetings, especially with the participation of diverse stakeholders from different institutional sectors (public and private sector, civil society, academic and technical communities), from developing and developed countries; • Knowledge in use of computer software packages for word-processing, excel, power point, and the internet; • Fluency of Azerbaijani, English (written and oral) is required, Russian will be an advantage.
Application Deadline:	31 January 2018