



Vacancy Announcement

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| Position/Title: | Programme Assistant |
| Classified Grade: | SB-2/4 |
| Office/Project: | UNDP Office in Azerbaijan |
| Entry Date | As soon as possible |
| Duration | 1 year with the possibility for 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 Business or Public Administration, Economics, Political Sciences and Social Sciences; • 5 years of relevant administrative or programme experience is required at the national or international level; • Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web based management systems; • Fluency in the UN and national language of the duty station; |
| Application Deadline: | 26 April 2018 |