

JOB DESCRIPTION – RTA’s ASSISTANT

Twinning Project “Support for the Development of a Modern System of Standardization and Technical Regulations in Azerbaijan” (AZ/13/ENP/TR/26)

I - Profile

- At least 2 years of professional experience as an administrator / assistant for an international donor-funded technical assistance or twinning project or in an administrative role in public or private sector;
- Experience in organising training courses/workshops would be considered as an asset;
- Fluency in English and Azerbaijani;
- Computer literate : proficient use of MS Office package;
- Dynamic and able to act on own initiative.

II- Duration of the contract

~ 24 Months

III – Location

State Committee for Standardization,
Metrology and Patent of the Republic of Azerbaijan
Baku, Azerbaijan

IV- Tasks

The tasks to be performed / organised by the RTA assistant herself (himself) or together with the Full-time Translator:

General secretarial duties

- Assist in planning, co-ordination and submission of project reports;
- Maintain the office accounts
- Assist in printing and editing project reports
- Take care of experts’ timesheets check and signature
- Produce Minutes of the Steering Committee Meetings, and other official meetings
- Prepare PowerPoint presentations on request of the RTA
- Maintain records of Short Term Experts’ reports
- Assist the Resident Twinning Advisor (Project Team Leader) for all duties related to the daily operation of the office;
- Answer telephone and maintain continuous presence in the office;
- Document filing, organisation and archives;
- Prepare minutes of the meetings and formal letters;
- Advise effectively and diplomatically with project team
- Assure some typing works;

- Welcome & attend visitors (public relation);
- Coordinate the purchase of catering supplies, stationary with local partner, as required;
- Ensure a good presentation of the project office;
- Administration and maintenance of common-use office equipment
- Organise appointment as requested by the Resident Twinning Advisor (Team Leader);
- Any other office works (mail order, reception and distribution).
- Deal with all logistical and secretarial issues arising during project implementation

Accounting

- Maintain the office accounts
- Pay necessary expenses, respecting established authorization procedures implemented by the Resident Twinning Advisor (Project Team Leader);
- Ensure expenses are properly documented according to established procedures;
- Record expenditure according to established procedures.

Organisation of training courses, workshops, awareness- raising events

- Assist the beneficiary with organisation of training courses, workshops and awareness-raising seminars, including invitation of participants, confirmation of training venues, co-ordination of sub-contractors for the organisation of training courses.
- Organisation of logistical support for conferences, presentations, etc

Support to Experts

- Advise and assist with the organisation of expert's mission, including visa, if necessary;
- Organise welcome of visitors at airport;
- Book hotels for visitors;
- Keep a file of up to date airline schedules;
- Organise local travel and hotel bookings inside Baku for Project experts;
- Liaise with visited organisations to secure appointments.

Translations and editing

- Act as Interpreter/Translator to assist Full Time Interpreter/Translator if required from time to time
- Provide professional translations and text editing in English/Azerbaijani language, as required
- Translate letters, emails, minutes of meetings and short documents from English to Azerbaijani;
- Review and edit documents in English;
- Organise outsourced translations;
- Assist visiting experts with verbal translations in meetings as required;
- Assist to translate limited amounts of documents from Azerbaijani to English.

Any other tasks appropriate to the smooth-running of the project office agreed with the project team.

Please contact:

Interested candidates are requested to send a cover letter along with their CV to Mr Richard Wheatley, RTA: richard.wheatley@yahoo.co.uk by 31st January 2014.