



EU funded Twinning Project under ENPI Annual Action Programme 2011

“Support to the Ministry of Education of the Republic of Azerbaijan for Further Adherence of the Higher Education System to the European Higher Education Area (AZ-ad-EHEA)”

is seeking to recruit:

RTA (Resident Twinning Advisor) Assistant

Duration: Starting March 2016 ending at the end of August 2017

Based in: Ministry of Education of the Republic of Azerbaijan, Baku

Gross monthly salary: Up to 1.500 EUR depending on qualifications

Tasks:

- Acting as a principal assistant to the RTA and visiting short term experts;
- Providing administrative assistance to the RTA in the project co-ordination and in the management of experts’ missions, trainings, seminars, workshops, steering committee meetings and other events, taking care of office work, monitoring telephone and maintaining the project homepage;
- Providing general support to the RTA in office management and in the organisation of meetings with Beneficiary Country partners, preparing meeting agenda and taking minutes;
- Developing and maintaining close working contacts with Beneficiary Country officials;
- Acting as a translator and interpreter when needed;
- Assisting the RTA in drafting and editing project reports and other documents;
- Assisting in other project related matters.

Requirements:

- University degree;
- At least 3 years of relevant work experience; preferably from previous Twinning or other international projects; experience of working in the education sector is an asset;
- Excellent command of English and Azerbaijani language (both spoken and written), command of Russian language is an asset;
- Excellent communication, inter-cultural and computer skills (e.g. Word, Excel, PowerPoint, Internet);
- The RTA assistant may not have or have had during past six months any contractual relation with the beneficiary administration, Ministry of Education of the Republic of Azerbaijan;

Interested candidates are requested to submit their CV and a letter of application in English via e-mail to the following address: aholare1@gmail.com at latest on Monday 7th March 2016.

Shortlisted candidates will be invited to an interview on Friday 11th March 2016.

For any further information please contact **Mr Reijo Aholainen**, aholare1@gmail.com