

**ASSISTANT TO THE RESIDENT TWINNING ADVISOR IN TWINNING  
CONVENANT Nr AZ-13 ENP FI 28. on "Support to the Ministry of Taxes of  
the Republic of Azerbaijan in Human Resource Development.**

**Duration: 24 months**

**Starting date: September 2014**

**Requirements:**

**Compulsory:**

**Azeri native speaker and national**

**University degree or equivalent**

**Excellent command of English**

**Drafting skills in both Azeri & English**

**Excellent command of Spanish**

**Excellent command of Microsoft Office and familiarity with web pages &  
search tools**

**Organization skills**

**Translation & interpretation skills**

**Desirable:**

**Previous experience in similar job, preferably in a EU funded project  
(references needed)**

**Resourcefulness and initiative**

**Knowledge of fiscal issues**

**Duties:**

**Perform daily office work, assist in planning events and take charge of the  
agenda**

**Assist the RTA in meetings with Azeri officials related to the project at the  
different institutions involved in it.**

**Translate working documents from Azeri into English and vice versa**

**Act as RTA interpreter to and from English in meetings and in daily office  
work**

**Help with interpretation in courses, seminars, conferences and workshops to be held in Spanish and English**

**Draft memos and written material in general**

**Develop and maintain close working contacts and relations with Azeri officials, other beneficiary organizations and the project leaders and short term experts**

**Work full time for the project**

**Keep strict confidentiality on all matters related to the job**

**Assist the RTA and the experts in out of office dealings that might present difficulties for a foreigner.**

**Deadline: July 25 2014**

**Sent CVs to BOTH of the following addresses:**

**[apons@fiiapp.org](mailto:apons@fiiapp.org) (Ms Anna Pons)**

**[pilar.enterria@ief.minhap.es](mailto:pilar.enterria@ief.minhap.es) (Ms Pilar Enterría)**

**Write 'English-Spanish Assistant' in your email subject, please.**