## Vacancy Announcement

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| **Position/Title:** | **Resident Twinning Adviser (RTA) Assistant** |
| **Company:**  | ADECRI - Agency for the Development and Co Co-ordinationof International Relations |
| **Project:** | EU Twinning ProjectENPI/2013/335/106 - "Support to the Ministry of Labour and Social Protection of Population of the Republic of Azerbaijan for the Development of a System for Medico-Social Rehabilitation of People with Disabilities " |
| **Entry Date** | September 2014 |
| **Duration** | 17 months (ending January 2016) |
| **Duty Station** | Baku, Azerbaijan |
| **Duties and Responsibilities:**  | * Ensure the secretarial work: phone calls, meetings organisation, appointments arrangement, documentation research, information dissemination, filing organisation and management, missions orders drawing-up, type-letters drafting, typing, documents make-up, mail (registration, follow-up, transmission, dissemination)
* Prepare, in links with the RTA, the logistical organisation of the missions of the experts in Azerbaijan
* Prepare the logistical organisation of project events
* Ensure the editing of documents in Azerbaijani, French and English
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| **Qualifications:** | * Secondary education. University Degree in Social sciences, Social Statistics, Applied mathematics.
* Knowledge of social policies and social protection system in Azerbaijan
* Experience of participation in international projects dealing with reform of social protection systems will be an asset
* General knowledge of EU financed projects’ procedures
* Computer proficiency in MS office.
* Fluency in Azerbaijani and English (both oral and written), advanced level of French would be an asset
* 3 to 5 years of relevant experience at the national or international level;
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| **Remuneration:** | To be discussed, according to experience and skills |
| **Application Deadline:** | September 30th , 2014 |
| **Terms of Application** | *Note:* * *Please submit the application(CV + Resume) by mail*
* *Only the candidates under serious consideration will be contacted*
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| **Contact Information:** | Christian Moutier, Resident Twinning AdviserMoutier.az@gmail.com |