TWINNING PROJECT
AZ/13/ENPI/FI/01/17

SUPPORT TO THE MINISTRY OF TAXES OF THE REPUBLIC OF AZERBAIJAN IN TRANSFER PRICING AND DEVELOPING ANTI-TAX AVOIDANCE MEASURES

Funded by the European Union

Job Vacancy Announcement for:

“Resident Twinning Adviser (RTA) ASSISTANT”

Post reference number: REF: AZ/13/ENPI/FI/01/17 (AZ/50)
Place of work: Ministry of Taxes, Baku, Azerbaijan
Estimated starting date: January 2018
Period of employment: 23 months
Closing date for applications: 23rd of January 2018

BACKGROUND

The Centre of International and European Economic Law in cooperation with the Delegation of the European Union to Azerbaijan is looking for a full-time assistant to the Resident Twinning Adviser (RTA) for the above EU financed Twinning project. The objective of the project is to introduce and implement an efficient Transfer Pricing Legislation and Transfer Pricing Auditing by the Ministry of Taxes of the Republic of Azerbaijan. The working language of the project is English.

The gross salary will be 1300 euros per month (amount including all possible social contributions and tax or similar reservations).

DUTIES

RTA Assistant will provide administrative and accounting assistance to the Resident Twinning Adviser (RTA) during the whole duration of the Twinning Project and, in particular, support the effective delivery of the Twinning Contract mandatory results, ensuring a good flow of communications and coordinating the different Twinning partners; administrative support on a daily basis to the Member States experts involved for short-term working missions to Baku within the Project’s framework.

RTA Assistant shall be responsible for:

- Administrative support to the RTA during implementation of the project - general tasks of office management;
- Support of the preparation and delivery of working activities as foreseen in the Twinning Contract, including the organization of Steering Committee meetings,
working group sessions, conferences, experts missions, study visit etc. and in related administrative tasks;

- Travel arrangements and arranging meetings for the RTA and the Short-Term Experts involved in the project;
- Support the preparation of the required documentation for experts missions: Terms of Reference, Mission Certificates, Side Letters;
- Preparation of Twinning expenses claims, budgetary control and monthly financial reports;
- Drafting and editing documents relevant to the project in Azeri and English languages;
- Upon need interpretation at meetings and during STEs missions and translation of reports and project outputs;
- Taking minutes of meetings, preparing notes and summary records;
- Support to the RTA in his liaison with the European Union Office to Baku and national institutions at the central and local level;
- Other duties and ad hoc support to the RTA while in Baku when needed.

**QUALIFICATIONS AND EXPERIENCE REQUIRED**

The ideal candidate will be a hard working individual with excellent written and oral communication skills and the ability to work closely with the RTA and the team of experts.

To be eligible, an applicant must have:

- Academic and professional background at the fields of public administration or economics;
- Previous experience as RTA Assistant in Twinning projects or experience with the implementation of projects funded by the EU;
- Previous working experience related to public administration;
- Knowledge of the tax legislation and the tax system of Azerbaijan and of the relevant terminology;
- Capacity to maintain effective document and record management;
- Excellent administering and organizational skills;
- Fluency in both written and spoken Azeri and English languages;
- Willingness and flexibility to work overtime when necessary and attend working visits inside Azerbaijan and EU Member States as required;
- Good computer skills, including MS applications (Word, Excel, Outlook and Power Point).

Besides the following attributes, the following features would be an asset:

- Working experience in an international environment;
Knowledge of and/or experience in Azerbaijan Financial Institutions.

Knowledge of EU policies and institutions.

Personal qualities especially important to this post include:

- Strong sense of initiative and responsibility;
- Excellent communication and interpersonal skills;
- Excellent team working abilities are essential together with an innate diplomacy;
- Ability to cooperate smoothly in a multicultural environment.

CONDITIONS OF EMPLOYMENT

The RTA Assistant will be self-employed and will undertake full responsibility for the payment of all taxes and obligations deriving from the legislation in force, including for those related to medical and social insurance.

The assignment is full-time and for a period of 23 months, taking into account any possible prolongation of the working programme.

NOTE: Twinning Manual foresees that the chosen assistant is not a civil servant and has no contractual relation with the beneficiary at least during the 6 months preceding the recruitment nor is on leave from the beneficiary to take up the position of the Project Assistant.

APPLICATION AND SELECTION PROCESS

Qualified candidates are kindly asked to send their applications, duly completed in English, for the above mentioned position not later than the 23rd of January 2018 to the attention of Mr. Nikolaos Gaitenidis (Centre of International and European Economic Law) - E-mail address: programs@cieel.gr and to the attention of Mrs. Theodora Messini – E-mail: thmessini@gmail.com with this specification on the subject: “SURNAME”_REF: AZ/13/ENPI/FI/01/17 (AZ/50)”. Your application in English language must include:

- Letter of intention, signed by the applicant, explaining the compliance with the eligibility criteria for the specification post;
- Europass CV in English language with detailed description of professional experience and education (with exact dates);
- Copies of supporting documents (the copy of the University diploma, reference letters and certificates in the original language and, if available, in English).

All documents must be sent only one time in PDF format. Incomplete applications or sent to the mentioned email address after the above deadline will be disqualified and treated as non-eligible.

Only applicants selected for the interview will be notified.

Short-listed candidates will be invited for an interview at the premises of the Ministry of Taxes (16 Landau Street, Baku, AZ1073, Azerbaijan) on 29 and 30 of January 2018. An assignment may be part of the interview.
Selected candidate will sign a contract with the Greek Mandated Body (Centre of International and European Economic Law) in charge of the administrative and financial management of the project.

Please note that applications will not be returned to candidate.