



# Weekly Newsletter on Career and Academic Opportunities

August 22, 2014

The US-Educated Azerbaijani Alumni Association,  
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- 1 Career Opportunities
- 2 Internship Programs
- 3 Academic Opportunities

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*"Make sure you do not miss interesting happenings by joining our newsletter".*

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## CAREER OPPORTUNITIES

- Various vacancies at Coca-Cola Azerbaijan
- Various vacancies at Germes Engineering
- Various vacancies at BP Azerbaijan
- Various vacancies at Bakcell
- Management Trainee (Marketing) at British American Tobacco
- Member Services Specialist at American Chamber of Commerce in Azerbaijan (AmCham)
- Various vacancies at EY Baku

Please see on pages 2-21

## INTERNSHIP PROGRAMS

- Graduate Excellence Programme, Baku 2015 Games Academy
- Intern, Public Affairs Section, US Embassy Baku
- Administrative Assistant Intern, US Embassy Baku

Please see on pages 22-26

## ACADEMIC OPPORTUNITIES

- Alumni Small Grants Program 2014-2015

Please see on pages 27-28

# CAREER OPPORTUNITIES

## Coca-Cola Azerbaijan



### Position: Marketing Analyst

#### About Company:

Azerbaijan Coca-Cola Bottlers is the leading manufacturer of soft drinks in all segments that offers more than 80 products in Azerbaijan under Coca-Cola, Coca-Cola Zero, Coca-Cola Light, Fanta, Sprite, Bonaqua, Fuse Tea, Cappy and Burn brands. Coca-Cola Baku plant has been in operation since 1996 and is one of the largest investments in non-oil sector in Azerbaijan. Besides the high quality products and services, main mission of Azerbaijan Coca-Cola is to deliver 'value and happiness' to its consumers.

#### The Responsibilities:

- Understand brand performance as well as relevant market and competitor trends to maximize sales and profit for the business
- Support for managing the Operating Plans of the brand/s, thereby helping deliver the volume objectives.
- Work closely with the sales team and ensure that customer level inputs delivered in time.
- Provide support for marketing events and exhibitions
- To ensure projects are launched within the agreed deadlines
- Support sales and marketing teams in selling in new product/brand concepts to retailers and engaging trading teams
- Basic understanding of production and packaging to understand constraints and opportunities

#### The Requirements:

- University degree (Economics or Management)
- FMCG Background
- Knowledge of MS Office programs at a high level.
- Good command of English
- Ability to think and write creatively to ensure consistency at all brand touch points Ability to juggle priorities and handle additional



responsibilities as required and assigned

- Knowledge of budget management
- Basic understanding of production and packaging to understand constraints and opportunities
- Ability to multi task and prioritize tasks
- Ability to work autonomously or as a part of a team

**How to apply:** To be considered for internship opportunity, please email your resume to [hr@cci.com.az](mailto:hr@cci.com.az) with reference “**Marketing Analyst**” (indicate the area you are interested in) in the email subject line.

**Deadline: 07.09.2014**

### **Position: Sales Representative**

#### **About Company:**

Azerbaijan Coca-Cola Bottlers is the leading manufacturer of soft drinks in all segments that offers more than 80 products in Azerbaijan under Coca-Cola, Coca-Cola Zero, Coca-Cola Light, Fanta, Sprite, Bonaqua, Fuse Tea, Cappy and Burn brands. Coca-Cola Baku plant has been in operation since 1996 and is one of the largest investments in non-oil sector in Azerbaijan. Besides the high quality products and services, main mission of Azerbaijan Coca-Cola is to deliver ‘value and happiness’ to its consumers.

#### **Major Responsibilities of the Position:**

- Work for bigger market share, volume, availability and implement necessary actions
- Realize individually assigned sales targets
- Building strong relation with customers and effectively dealing with problems
- Increasing number of customers in designated area
- Following activities of different companies in FMCG sector
- Merchandising at the point of sales
- Control of ACCB assets at the sales points

#### **General Requirements:**

- University degree
- Command of spoken English
- Driving License B Category
- Ability to represent an international brand
- Have objectives as promotion and career in sales
- Male candidates should have completed their military service
- Female candidates are strongly encouraged to apply
- Analytical, creative and strategic minded with good follow-up capacity

**How to apply:** To be considered for internship opportunity, please email your resume to [hr@cci.com.az](mailto:hr@cci.com.az) with reference “**Sales Representative**” (indicate the area you are interested in) in the email subject line.

**Deadline: 07.09.2014**

# Germes Engineering



## Position: Administrative Assistant

### Main tasks and responsibilities:

- Provide general administrative and clerical support;
- Organization of the work of vehicles at plant site;
- Fuel supply of all the vehicles;
- Preparation of weekly and monthly reports about the number of kilometres travelled by the vehicles and the fuel consumption;
- Issue a route sheets for rented vehicles, organize the work of rented vehicles, prepare the statements and work schedules corresponding to the number of actual working days and submit to account department at the end of each month;
- Organization of works related with cleaning and repair-rehabilitation of office located at the plant site;
- Organization of orders for the purchase of required goods;
- Organization of water and power supply of security posts;
- Rent of apartments for employees in settlements located in close proximity to plant site;
- Organization of lunch for employees and supervision;
- Coordination of the service provided by catering company, verification of the list of personnel provided with lunch;
- Acceptance and verification of goods ordered for the office located at plant site as per the list;
- Maintain related files and documents;
- Other duties and responsibilities assigned by the management;

### Requirements

#### Knowledge and Education

- Have professional level working knowledge of Azeri and intermediate level of English
- Must have good Microsoft Office knowledge
- University degree

#### Skills:

- Must be able to handle a multitude of tasks in an intense, ever-changing environment while remaining calm and collective;
- Self-motivation and the ability to take initiatives;
- Very effective organizational skills;
- Ability to respond effectively to the inquires or complaints;
- Excellent interpersonal skills;
- Able to work as part of a team;
- Attention to detail and high level of accuracy;

- Excellent reporting skills;
- At least 2 years of relevant working experiences;

**Interested applicants please submit your application with CV in English and photograph to [germescenter@inbox.ru](mailto:germescenter@inbox.ru) and indicate the name of the position you are applying for in the subject line of the email.**

**Deadline: 30.09.2014**

**Position: Site Manager (Construction Project)**  
**Salary: 1000-1500 (AZN) NET & more (Depends of Candidate)**

**Requirements:**

Degree in Construction/Mechanical Engineering

Experience 3+

Languages: Russian, Azeri, English

**Key skills**

- good communication skills
- problem solving skills
- commercial awareness
- motivational
- team working skills

Site Manager must prepare sites prior to the commencement of construction work (to set out the site and organize facilities), to plan projects and ensure that they meet agreed specifications, budgets and/or timescales and to oversee building work.

- liaising with clients and reporting progress, professional staff (such as architects and surveyors ) and the public
- supervising contracted staff
- meeting subcontractors
- making safety inspections and ensuring construction and site safety
- checking and preparing site reports, designs and drawings
- maintaining quality control procedures
- motivating the workforce
- problem solving
- using specialist construction management computer applications

**Interested applicants please submit your application with CV in English and photograph to [germescenter@inbox.ru](mailto:germescenter@inbox.ru) and indicate the name of the position you are applying for in the subject line of the email.**

**Deadline: 30.09.2014**

**Position: Mechanical Engineer (Oil and Gas Project)**  
**Salary: 1500-2000 AZN (NET) Depends of Candidate**

**Requirements:**

Experience: 5 years +

Educational

Qualification: Bachelor's / Master's Degree in Mechanical Engineering

Skills: (Mechanical)

Languages: English (perfect), Russian (perfect), Azeri (perfect)

MS Office Professional.SAP/Primavera (must+)

Citizenship: Azerbaijan

- 5+ years engineering experience in consultancies related to Oil and Gas, Petrochemical and related industries for senior position.
- Experience in the design of rotating and package equipment, including centrifugal and reciprocating pumps, centrifugal and reciprocating compressors or experience in the design and engineering of static equipment
- Project execution experience in the responsibilities indicated above and good knowledge of API standards
- Knowledge of materials and welding technology is an advantage

**Responsibilities**

- Equipment selection and sizing, Prepare equipment requisitions, carry out vendor technical bid evaluation, carry out vendor drawing/ data review and vendor data incorporation
- Participate in the preparation of tender documentation
- Review inter-discipline drawings and documents eg. Pand IDs, equipment layout, etc.
- Co-ordinate with Clients in requisition review and approval
- Participate in Clients meetings, vendor meetings and inter-discipline meetings.
- Witness shop inspection and testing, assistance in plan erection, commissioning and start-up
- Development of Company's equipment specifications

**Interested applicants please submit your application with CV in English and photograph to [germescenter@inbox.ru](mailto:germescenter@inbox.ru) and indicate the name of the position you are applying for in the subject line of the email.**

**Deadline: 30.09.2014**

**Position: Civil & Structural Engineer  
Estimator (Oil & Gas Project) Civil Works  
Salary: from 2 000 to 3 000 AZN Depends of Candidate**

This is an opportunity for a competent and motivated Civil/Structural Engineer to join a thriving practice, providing structural design engineering services to the Group on projects, as directed by the Projects Development & Construction Director.

This role is offered on a permanent basis meaning that career progression up and across the organization will be a very real possibility.

The right candidate will have civil & structural estimating experience in the one or more of the following sectors:

- Petrochemical
- Utilities
- Oil and Gas
- Chemical Plants
- Process Plants
- Civil Engineering degree or equivalent
- Heavy civil engineering project experience, highways or structures preferred
- Strong communication skills

**Your responsibilities will include but not limited to:**

- Manage team of engineers
- Ensuring the project is running within the programme and within budget
- Planning and implementing section of the works
- Ensuring health, safety, environmental and quality are up to the highest standards
- Quality inspection test plans
- Liaising with the client
- Ensure works are planned, method statements signed off and risk assessment has been completed
- Undertake detailed engineering design.
- Prepare technical schedules.
- Plan and help manage CAD documentation of design work.
- Ensure service and project work are carried out within agreed deadlines and within budget.
- Ensure that appropriate service/design decisions are met.
- Ensure senior staff is kept informed of important and relevant service/design decisions and the objectives of the company and the client are achieved.

You will be working with the project bids and tender documents up to the value of 10 Million AZN.

This is a fantastic opportunity to get on board with a well established name in engineering and construction on a permanent basis meaning an exciting, secure and rewarding career for the right candidate.

**Interested applicants please submit your application with CV in English and photograph to [germescenter@inbox.ru](mailto:germescenter@inbox.ru) and indicate the name of the position you are applying for in the subject line of the email.**

**Deadline: 30.09.2014**

**Position: Office Manager (International Company)**  
**Salary 600-700 AZN (NET)**

**Requirement:**

- University degree (Degree in Finance or MBA)
- Minimum 2-3 years work experience
- Ability to work in team
- Ability to work under pressure; multitasking
- Fluent in Azerbaijani(native), English Russian,
- Fluent computer skills (MS Word, Excel, PP, Internet, etc.)

**Responsibilities:**

- Act as assistant to country manager
- Assistance and support to country manager for all functions and responsibilities including ensuring implementation of his instructions by personnel at all level
- Review of incoming communications, understanding and assigning priorities for appropriate timely action
- Coordination and logistics of meeting room activities within the week, country team and management committee meetings; keeping minutes and reporting
- Management of travel arrangements (airlines, travel agencies, hotels accommodations, Embassies)
- Perform daily receptionist functions
- Visitors and employees support (transfer, registration, accommodation, entertainment, etc.)
- Organization of document registration, flow, storage and archiving
- Organization of normal functioning of office in accordance with local law and requirements

**Interested applicants please submit your application with CV in English and photograph to [germescenter@inbox.ru](mailto:germescenter@inbox.ru) and indicate the name of the position you are applying for in the subject line of the email.**

**Deadline: 30.09.2014**



**Position: Technical Buyer (International Company)**

**Company:** Construction Company

**Responsibilities:**

- Purchases materials, equipment. Reviews and analyzes purchase requisitions, investigates and develops sources of supplies, prepares bid specifications, issues bid requests and reviews quotations. This position requires the use of initiative and independent judgment. Duties
- Identifies and selects vendor to procure requisitioned commodities, meeting criteria such as price, quantity, quality and delivery date and places orders.
- Writes and distributes complex and technical bid invitations or requests for proposals; receives and analyzes bids, quotes, and proposals.
- Conduct purchasing negotiations between department and vendor, prepares
- Purchase orders for vendor and Invoices for accounting department.

**Degree in Finance or MBA****Female**

Knowledge of English, Russian and Azerbaijani languages

Computer literacy (MS Word; Excel; Internet)

- Ability to understand technical materials, products, and the commodity market of industrial area.
- Skill in preparing and analyzing complex technical specifications and bids.
- Skill in both verbal and written communication.
- Skill in establishing and maintaining effective working relationships.
- Ability to work in a team.

**Personal requirements:** Ability to work quickly and accurately. Applicant must have accuracy in working with various documents, should manage the deadlines in timeline.

**Interested applicants please submit your application with CV in English and photograph to [germescenter@inbox.ru](mailto:germescenter@inbox.ru) and indicate the name of the position you are applying for in the subject line of the email.**

**Deadline: 30.09.2014**

## BP Azerbaijan



### **Job Title: Process Engineer**

#### **About BP**

Our business is the exploration, production, refining, trading and distribution of energy. This is what we do, and we do it on a truly global scale. With a workforce of 80,000 employees, BP operates with business activities and customers in more than 80 countries across six continents. Every day, we serve millions of customers around the world. We are continually looking for talented, committed and ambitious people to help us shape the face of energy for the future.

#### **Key accountabilities**

Process Engineers in Area Teams' responsibilities may include some or all of the following:

- Provide day-to-day discipline technical support to site/installation. Respond to formal technical queries.
- Lead improvements in plant reliability and optimisation
- Steward key engineering technical documents. Responsible for managing updates/revisions.
- Support Risk Management Process, chair risk assessment meetings.

**Process Engineers in Discipline Engineering Teams' responsibilities may include some or all of the following:**

- Provide specialized discipline design and operating support to other teams such as Area Teams and Projects and Modifications
- Cross Region Discipline engineering in support of technical standards, and priority projects
- Conduct Root Cause Failure Analysis and defect elimination across region
- Identify process safety risks
- Review engineering work-packs for construction activities.
- Provide discipline engineering expertise to incident investigation

#### **Essential Education**

At least a Bachelor's degree in Process, Chemical engineering or in relevant engineering discipline.

#### **Essential experience and job requirements**

- 3+ years technical work experience in chemical or petrochemical industry, including engineering design or operations functions
- Holds expertise in process simulation and other models
- Practical experience in Engineering design for oil/gas industry and pipelines.
- Experience in the application of industry codes and standards
- Strong health, safety and environmental focus and commitment
- Azerbaijani citizenship is required.

**For more additional info please visit:**

[https://careers.bpglobal.com/2057/ASP/TG/cim\\_jobdetail.asp?SID=^FizSMfN\\_slp\\_rhc\\_t1iCGEuyntH08yIWS](https://careers.bpglobal.com/2057/ASP/TG/cim_jobdetail.asp?SID=^FizSMfN_slp_rhc_t1iCGEuyntH08yIWS)

[S0Nyzt2IQrvxbqXVu/CAoMwobxqBUIvS0mSVHnW&jobId=67165&type=search&JobReqLang=140&reco  
rdstart=1&JobSiteId=5012&JobSiteInfo=67165\\_5012&GQId=2006](https://careers.bpglobal.com/2057/ASP/TG/cim_jobdetail.asp?SID=^JvCPxpzZWREsxBa0Zlo3lOWSeqyVh)

**Removal Date**

24-Aug-2014

**Job Title: Corrosion Engineer****About BP**

Our business is the exploration, production, refining, trading and distribution of energy. This is what we do, and we do it on a truly global scale. With a workforce of 80,000 employees, BP operates with business activities and customers in more than 80 countries across six continents. Every day, we serve millions of customers around the world. We are continually looking for talented, committed and ambitious people to help us shape the face of energy for the future.

**Key accountabilities**

Corrosion Engineers in Discipline Engineering Teams' responsibilities may include some or all of the following:

- Provide discipline engineering resource in support of Projects, IM, Area Engineering Support Team (AEST) and Turn-around (TAR) activities including specialist input into design reviews.
- Own discipline engineering strategy (efficient business delivery / manpower planning / resource allocation / technology / R&D development)
- Provide review / verification to complex engineering work-packs
- Provide discipline engineering expertise to incident investigation
- Review Corrosion Risk Assessment, Risk Based assessment, Root Caused Failure Assessment conducted in the Region
- Provide discipline engineering support to Life-of-Field work within the region
- Provide discipline engineering support to delivery of Area performance standards
- Analyze corrosion monitoring, inspection and mitigation data for all systems and recommend appropriate corrosion prevention strategies
- Support development of the specifications and standards (site technical practices) for the Region for corrosion monitoring and mitigation, materials selection and corrosion inhibitor programs
- Perform weekly corrosion monitoring exception process
- Develop and sustain close working relationships with operations and corrosion control execution team

**Essential Education**

At least a Bachelor's degree or equivalent in Corrosion, Material, Metallurgy, Chemical engineering or Electrochemistry.

**Essential experience and job requirements**

- 3+ year practical experience in Engineering

**Experience in oil/gas industry and pipelines.**

- Understanding of applicable industry codes
- Strong health, safety and environmental focus and commitment
- Azerbaijani citizenship is required

**For more additional info please visit:**

[https://careers.bpglobal.com/2057/ASP/TG/cim\\_jobdetail.asp?SID=^JvCPxpzZWREsxBa0Zlo3lOWSeqyVh](https://careers.bpglobal.com/2057/ASP/TG/cim_jobdetail.asp?SID=^JvCPxpzZWREsxBa0Zlo3lOWSeqyVh)

[u10lRi6glbdDYphdrs7vjKVbf9j/44Hc1l&jobId=67161&type=search&JobReqLang=140&recordstart=1&JobSiteId=5012&JobSiteInfo=67161\\_5012&GQId=2006](https://careers.bpglobal.com/2057/ASP/TG/cim_searchresults.asp?PartnerId=25078&SiteId=5012&Function=LinkQuery&LinkId=416)

**Removal Date**

**24-Aug-2014**

**Find out more about vacancies at BP here:**

[https://careers.bpglobal.com/2057/ASP/TG/cim\\_searchresults.asp?PartnerId=25078&SiteId=5012&Function=LinkQuery&LinkId=416](https://careers.bpglobal.com/2057/ASP/TG/cim_searchresults.asp?PartnerId=25078&SiteId=5012&Function=LinkQuery&LinkId=416)

# British American Tobacco Group



## BRITISH AMERICAN TOBACCO

### Position: Management Trainee (Marketing)

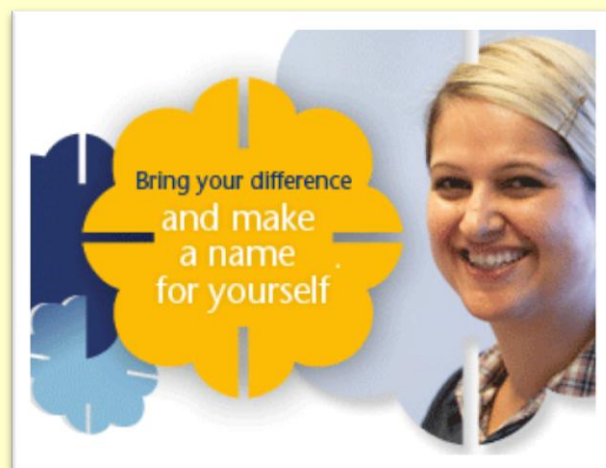
**Job title:** Management Trainee (Marketing)

**Location/City:** Baku

**Job purpose and key deliverables:** Each Management Trainee has an Individual Development Plan outlining rotations in key sub-departments of his or her main function as well as an opportunity to take part in international assignment in one of the companies of British American Tobacco Group. This experience gives full understanding of our business, helps to get valuable knowledge and build wider network with colleagues from other countries.

#### We offer:

- challenging tasks & projects having impact on the business;
- range of development opportunities;
- great networking & opportunity to communicate with the leadership team;
- competitive salary and other benefits;
- management role upon successful completion of the programme.



#### Essential requirements

- University graduate or graduating in current year (Marketing or Business Administration)
- Fluent English;
- Valid driver license;
- Advanced PC user;
- National and international mobility.

**Working at BAT** British American Tobacco ([www.bat.com](http://www.bat.com)) is a market leading, global organisation with a long, established history and a bright and dynamic future. Thanks to our people we have continued to deliver growth and exceed expectations in an increasingly complex and challenging marketplace.

If you have the talent and motivation to help us succeed you'll find we are equally committed to helping you reach your full potential too.

**Employing company** British-American Tobacco

**Website:** [bat-careers.com](http://bat-careers.com)

**Email:** [azcareer@bat.com](mailto:azcareer@bat.com)

# Bakcell



## **Position: Fixed Assets Accountant (Finance)**

### **Key responsibilities**

- To plan, coordinate, and implement a system for the accurate accounting, reporting, controlling, and safeguarding of the company's fixed assets
- Responsible for capitalizing all fixed assets and posting depreciation according to FA Capitalization policy
- To carry out accounting of fixed assets, verify all fixed assets each month before capitalizing and post them to appropriate ledger accounts in accordance with both US GAAP and Tax Code
- To perform reconciliations between GL/SLA and Fixed Assets Register, investigate recognized differences and make necessary adjustments
- To check CIP accounts at the end of each month, determine recent assets and capitalize CIP assets accordingly
- Assisting in establishing and implementing fixed asset policies and procedures

### **Work terms**

Work place: Baku, Azerbaijan

Occupation: Full time

### **Requirements**

Education: Bachelor Degree in Economics/Finance/Accounting

Work experience: 1-3 years of work experience in Finance/ Accounting area

Languages: Azeri, English

Computer skills: MS Office – Word, Excel, PowerPoint, Outlook

**Find out more about vacancies at Bakcell here:** <http://www.bakcell.com/az/jobs>

**Deadline: 13.09.2014**

Please, submit your CV to [hr@bakcell.com](mailto:hr@bakcell.com)

**Position: Head of Project Management Unit (Corporate Strategy)****Key responsibilities**

- Responsible for doing detailed project design, planning, execution and monitoring for awarded projects
- Manage multiple projects and be accountable for deliverables throughout the Project Lifecycle
- Ensure alignment on projects, monitor progress of required tasks & provide direction to team members
- Act as the single point of contact for special project design, implementation, queries and other project related activities
- Identify project risks during project design and continuously track & monitor implementation related risk during the Project Life Cycle
- Manage PM team and other inter-departmental teams for projects.

**Work terms**

Work place: Baku, Azerbaijan

Occupation: Full time

**Requirements**

Education: Bachelor or Master degree in Business Administration

Work experience: 6years of work experience in relevant area

Languages: Azeri, Russian and English

Computer skills: MS Office – Word, Excel, Outlook

**Find out more about vacancies at Bakcell here:** <http://www.bakcell.com/az/jobs>

**Deadline: 13.09.2014**

Please, submit your CV to [hr@bakcell.com](mailto:hr@bakcell.com)

**Position: Head of Quality Assurance Unit (New Technologies)****Key responsibilities**

- Define list of actions needed to be done for improving Service Quality KPIs as well as Network KPIs
- Ensure daily follow-up, benchmarking, reporting, troubleshooting and escalation of network quality degradations
- Benchmark, report and troubleshoot reasons of service quality degradation at worse performing clusters, administrative regions or global regions
- Drive tests and on-site quality verification
- VIP client complain handling, service quality assurance, troubleshooting and solving
- Preparation of network performance and quality improvement plans Co-ordinate and perform network quality improvement actions with peer companies
- Network Traffic growth plans impact analyses to network quality
- Evaluate, test and implement features that can improve network quality
- Co-ordination of new technologies assessment, testing and implementation that can improve network quality
- Co-ordinate network rollout, trials and global parameters change actions with peer companies
- Analyze impact of changes and take actions to minimize network disturbances

**Work terms**

Work place: Baku, Azerbaijan

Occupation: Full time

**Requirements**

Education: Master Degree in Telecommunication or Information Technologies

Work experience: 6 years experience in GSM/UMTS network planning and operations  
Languages: Azeri, Russian and English

Computer skills: MS Office (Word, Excel, Power Point, Outlook)

**Find out more about vacancies at Bakcell here:** <http://www.bakcell.com/az/jobs>

**Deadline: 13.09.2014**

Please, submit your CV to [hr@bakcell.com](mailto:hr@bakcell.com)

**Position: Pre-sales Engineer (Corporate Sales)****Key responsibilities**

- To manage all technical oriented commercial projects initiated by Sales area
- To fulfill the pre-sales plan presented by management
- Follow up sales contracts in order to be sure all technical issues are covered
- Timely answering to all technical requests of clients
- Sales representatives and direct management
- To provide reports regarding weekly and monthly activities

**Work terms**

Work place: Baku, Azerbaijan

Occupation: Full time

**Requirements**

Education: Bachelor Degree

Work experience: 2 years experience in technical area

Languages: Azeri, English and Russian

Computer skills: MS Office-Word, Excel, Outlook

**Find out more about vacancies at Bakcell here:** <http://www.bakcell.com/az/jobs>

**Deadline: 13.09.2014**

Please, submit your CV to [hr@bakcell.com](mailto:hr@bakcell.com)



**Position: Senior Revenue Assurance Specialist (Finance)****Key responsibilities**

- Lead performance of control procedures over revenue streams to guarantee timely
- Complete and correct charging of the services provided
- Control processes over cost streams
- Control coordination of revenue assurance activities between departments
- Perform analysis, research and process documentation
- Define system/process requirements necessary to control and resolve revenue leakage /opportunities
- Accomplish other tasks given by management

**Work terms**

Work place: Baku, Azerbaijan

Occupation: Full time

**Requirements**

Education: Bachelor degree in Finance and other relevant areas

Work experience: 2 years experience

Languages: Azeri, Russian and English

Computer skills: MS Office-Word, Excel, Outlook, SQL ( Oracle /Microsoft )

**Find out more about vacancies at Bakcell here:** <http://www.bakcell.com/az/jobs>

**Deadline: 13.09.2014**

Please, submit your CV to [hr@bakcell.com](mailto:hr@bakcell.com)

# American Chamber of Commerce



## Position: Member Services Specialist

### Employment Package:

Monthly salary: 800-1000 AZN (Gross)

Paid annual vacation (25 or 30 calendar days)

Medical Insurance for self

Working place: Baku city, AmCham office

The working hours in the office: 9.00 to 18.00 including 1 hour lunch break

Working hours: 40 per week

Holiday entitlement: according Azerbaijan regulations

### Main Requirements:

Fluent English, Russian and Azeri

Accurate

Strong communication, sales and presentation skills

Must be goal oriented, responsible, flexible and creative under pressure

Proficient in Microsoft Office suite (Outlook, Word, Excel, Power Point)

### Job Description:

Member inquiries

- Promotion of AmCham's availability to take inquiries
- Correspondence with member companies on the requested inquiries
- Analysis & research/handling the inquiry
- Creation of inquiry database
- Conduction of member satisfaction surveys

E-AmCham

- Constant Update of the database
- Promotion of the online system to members
- Collection of information and newsletter
- Software maintenance

AmCham Annual Salary Survey

- Organization of regular meetings with HR managers
- Adaptation of the questionnaire to members' requirements
- Recruitment of participants
- Correspondence with participants
- Management of content and queries
- Presenting the final report in accordance with time frames

Benefit Review and other surveys as requested

- Same as Salary Survey

New Member recruitment

- Identification & positioning
- Meeting/briefing on membership benefits
- Assisting with online application
- Follow up and induction

AmCham monthly members' luncheons

- Assisting colleagues in the management of the event

AmCham Black & White Ball

- Assisting colleagues in fundraising, guesting and PR

AmCham Independence Day Picnic

- Assisting colleagues in fundraising, guesting and PR

AmCham Cocktails and Mixers

- Assisting colleagues in the management of the event

**Duty Station:** Azerbaijan

**Deadline:** 2014-08-22

Please send your resume to the following e-mail with subject title "**Member Services**":

[finance@amchamaz.org](mailto:finance@amchamaz.org)

# Ernst & Young



## Position: IT Risk and Assurance-Staff

**EY's Baku office** is currently seeking students in their final year of study and recent graduates for an entry-level position within the IT Risk and Assurance practice.

- Position responsibilities
- Participate in financial audits (IT part)
- Participate in IT audit and information security engagements
- Evaluating and testing controls in automated business processes
- Participate in IT assessment and improvement projects
- Perform data analysis procedures

### Job requirements

- A degree in computer science, information systems, or a related field
- IT skills (e.g., Operating Systems, Database Management Systems, MS Office)
- Ability to work within deadlines by multi-tasking and managing priorities
- Advanced written and verbal communication skills in Azerbaijani, English and Russian
- Experience in IT audit or information security is considered an asset

### How to Apply

The deadline for submitting an application is **8 September 2014**.

## Position: IT Risk and Assurance-Staff

**EY's Baku office** is currently seeking students in their final year of study and recent graduates for an entry-level position within the IT Risk and Assurance practice.

- Position responsibilities
- Participate in financial audits (IT part)
- Participate in IT audit and information security engagements
- Evaluating and testing controls in automated business processes
- Participate in IT assessment and improvement projects
- Perform data analysis procedures

### Job requirements

- A degree in computer science, information systems, or a related field
- IT skills (e.g., Operating Systems, Database Management Systems, MS Office)
- Ability to work within deadlines by multi-tasking and managing priorities
- Advanced written and verbal communication skills in Azerbaijani, English and Russian
- Experience in IT audit or information security is considered an asset

### How to Apply

The deadline for submitting an application is **8 September 2014**.

**Position: In-house Lawyer**

EY's Baku office is currently seeking In-house Lawyer

**Responsibilities:**

- Ensure legal compliance of the Company's activities and protection of its legal interests;
- Prepare legal opinions on various issues that may arise in the course of the Company's operations;
- Carry out legislative tracking as applicable to the Company;
- Provide legal support to the Company's Service Lines and CBS (including labor, finance, administration issues) functions. Provide verbal or written advice at the request of the Company's management and staff;
- Review the Company's documents, policies and procedures for compliance with the legislation, and draft legal documents;
- At the request of the Company's Management, prepare responses to enquiries of the EY Sub-area, Area and Global head offices;
- Draft, negotiate and update templates of engagement and vendor agreements, as well as templates of other contractual documentation;
- Ensure proper registration and maintenance of contracts and other documents (either in hard copy or in electronic format as required by the local regulations, policies and procedures of the Company and General Counsel Officer);
- Monitor regulatory changes in the registration and licensing requirements, and bring corporate documents of the Company in line with the legislation.

**Requirements****Shall have the knowledge of:**

- Laws and regulations on audit and other professional services;
- Civil, labor, financial, administrative, commercial and insurance law of the Azerbaijan;
- The procedure for signing and executing business contracts and employment agreements;
- The procedure for systemizing, recording and maintaining legal documents using advanced information technologies;
- The essentials of economics, labor organization, production and management;
- Computer (Microsoft Office) and communication technologies;
- Working with internal work regulations and other corporate policies and procedures.

**Shall have:**

- Fluent English, Azerbaijani, Russian (both spoken and written)
- Proven team working skills
- Pro-active approach
- Tolerance
- Effective business and interpersonal communication skills
- Commitment to self-development
- Excellent problem solving, analytical and organizational skills;

**Education and experience:**

- Higher or postgraduate legal education (a degree from a reputable Azerbaijani university).
- At least 2 years of post-graduate experience as a lawyer in an in-house legal department of a multinational company or an international law firm.

**How to Apply**

The deadline for submitting an application is **8 September 2014**.

# INTERNSHIP PROGRAMS

## Baku 2015 Games Academy



### Graduate Excellence Programme

The Baku 2015 Games Academy is an innovative and impactful learning programme which has been developed to assist in building the skills and knowledge required to deliver the Games and leave a lasting capability legacy in Azerbaijan.

BEGOC team members will benefit from the Games Academy through Flexible Learning Pathways, allowing people to access traditional classroom training, video tutorials and self-study materials at an appropriate pace. 199 people will also participate in the innovative Graduate Excellence Programme, specifically designed to help realise the potential of university graduates with no previous work experience.

The Games Academy is an initiative led by BEGOC and the Azerbaijan Youth Foundation and is endorsed by the European Olympic Committees.

### Graduate Excellence Programme 2

#### Purpose

The Graduate Excellence Programme is a competitive graduate development programme, benchmarked against leading corporate organisations in Europe. It provides an innovative learning framework to build skills and knowledge to help participants in roles to deliver the Baku 2015 European Games and prepare for a long-term career managing challenging projects, in sport or other fields. BEGOC is looking for talented and motivated people who graduated between 2011 and 2014 to join the Graduate Excellence Programme. The programme will have two intakes starting between September and October 2014. Participants will complete the programme in July 2015. **Applications close 1 August.**

#### Key accountabilities

This programme will include three weeks of intensive training delivered by a faculty of experts covering core knowledge in delivering a multi-sport event and large, complex project; key skills and behaviours for success. Participants will be given real responsibility from day one, gaining hands-on, practical experience in planning the Games and with roles at test events and Games time. There will also be opportunities for learning through experiencing other major sports events. Participants will be coached and mentored by experienced team members, including international experts in a variety of specialist fields so that learning continues “on the job”. Regular training sessions and project work will continue before the start of their Games time role.

#### Knowledge, experience and qualifications required

- Upper Intermediate English language
- Graduated between 2011 – 2014 from any local or International university

- Degree in any discipline
- Please upload the following documents to submit your application.
- A copy of your degree that you graduated in 2011, 2012, 2013 or an official letter from your university if you graduate in 2014.
- An essay (maximum 250 words). Your essay should include: a brief self-description your interests/hobbies/extra-curricular activities or achievements internships/projects and experience outside your country of origin or in an international environment your interest in joining Baku 2015 European Games Operation Committee
- A proof of Upper intermediate English language level

Please review attached Graduate Excellence Programme Application Guide before submitting your application.

# US Embassy Baku



## Intern, Public Affairs Section

**Open to:** All Azerbaijani Students

**Position:** Intern

**Opening Date:** August 21, 2014,

**Closing Date:** September 4, 2014

**Work Hours:** Part time; 20-30 Hours/Week

**Length of Hire:** Six Months

**Important Notice:** This is NOT an offer of Federal Employment;

There will be NO benefits;

There will be NO COMPENSATION.

**Note:** All information and statement submitted for an internship vacancy are subject to verification. Any willful misstatement will result in elimination for internship consideration and if the individual is hired, subject to immediate termination irrespective of the length of internship.

The U.S. Embassy in Baku is seeking an individual for Intern position in the Public Affairs Section.

### Basic Function of the Position

The incumbent's primary duties are assisting with planning and implementing of cultural projects, assisting in organizing public outreach events, programs, and fairs as well as assisting with the application processes of all of the exchange programs. Other duties may include updating and maintaining the cultural contact database and researching and reporting on cultural news and events in timely manner.

Perform other duties as assigned.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact ext. 3814.

### Qualifications Required

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** Current undergraduate or graduate student study is required.
2. **LANGUAGE:** Level III (Good working knowledge) speaking/reading/writing English, and Level IV (Fluent) Azerbaijani is required.
3. **KNOWLEDGE/SKILLS:** Good knowledge of local cultural institutions groups and trends are required.

### Additional Selection Criteria:



1. Non-U.S. citizen student in good academic standing at his/her current educational institution.
2. Must be a continuing student upon completion of the internship.
3. Must be at least 18 years of age.
4. All applicants must have medical insurance
5. After selection, the student must receive security and medical clearance.

**To Apply**

1. Application for Foreign National Student Intern Program (available at U.S. Embassy Baku Internet page) or a current resume or curriculum vitae (in English) that provides the same information found on the Application for Foreign National Student Intern Program;
2. Statement of Interest (in English);
3. Gratuitous Service Agreement (sample is available at U.S. Embassy Baku Internet page);
4. Written permission on internship from the educational institute (preferable in English) ;
5. Letter of recommendation (preferable in English);
6. Transcript of academic studies (preferable in English).

**Submit Application To**

Hard copies:

Human Resources Office

Address: 111 Azadlig Prospekt,

Baku AZ1007, Azerbaijan

Or electronic copies:

E-mail: [BakuHRMailbox@state.gov](mailto:BakuHRMailbox@state.gov)

**Point of Contact**

HR Office

Telephone: 488-33-00

<http://azerbaijan.usembassy.gov>

**Closing Date for This Position: September 4, 2014.**

**Administrative Assistant Intern**

**Open To:** All Azerbaijani Students

**Position:** Administrative Assistant Intern

**Opening Date:** August 21, 2014,

**Closing Date:** September 4, 2014

**Work Hours:** Part time; 20-30 hours/week

**Length of Hire:** Six months

**Important Notice:** This is NOT an offer of Federal Employment;

There will be NO benefits;

There will be NO COMPENSATION.

**Note:** All information and statement submitted for an internship vacancy are subject to verification. Any willful misstatement will result in elimination for internship consideration and if the individual is hired, subject to immediate termination irrespective of the length of internship.

The U.S. Embassy in Baku is seeking an individual for the position of Administrative Assistant Intern in the Management Section.

**Basic Function of the Position**

The incumbent's primary duties are clerical: sorting mail, copying, scanning, stamping paper and

requesting services or supplies. The position may also maintain information database, answer phones perform filing draft documents and organize office supplies. Perform other duties as assigned. A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact ext. 3814.

### **Qualifications Required**

**Note:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** Two years post –secondary study is required.
2. **LANGUAGE:** Level III (Good working knowledge) speaking/reading/writing English, Russian and Azerbaijani is required.
3. **KNOWLEDGE/SKILLS:** Attention to details, basic computer skills, and good interpersonal skills are required.

### **Additional Selection Criteria:**

1. Non-U.S. citizen student in good academic standing at his/her current educational institution.
2. Must be a continuing student upon completion of the internship.
3. Must be at least 18 years of age.
4. All applicants must have medical insurance
5. After selection, the student must receive security and medical clearance.

### **To Apply**

1. Application for Foreign National Student Intern Program (available at U.S. Embassy Baku Internet page) or a current resume or curriculum vitae (in English) that provides the same information found on the Application for Foreign National Student Intern Program;
2. Statement of Interest (in English);
3. Gratuitous Service Agreement (sample is available at U.S. Embassy Baku Internet page);
4. Written permission on internship from the educational institute (preferable in English) ;
5. Letter of recommendation (preferable in English);
6. Transcript of academic studies (preferable in English).

### **Submit Application To**

Hard copies:

Human Resources Office

Address: 111 Azadlig Prospekti,  
Baku AZ1007, Azerbaijan

Or electronic copies:

E-mail: [BakuHRMailbox@state.gov](mailto:BakuHRMailbox@state.gov)

### **Point of Contact**

HR Office

Telephone: 488-33-00

<http://azerbaijan.usembassy.gov>

**Closing Date for This Position: September 4, 2014.**

# ACADEMIC OPPORTUNITIES

## Alumni Small Grants Program 2014-2015



### Request for Applications

#### Description

The US-Educated Alumni Small Grants Program (ASG) is intended to sustain the alumni community and maintain alumni activities by engaging and motivating alumni of various U.S. Exchange programs to participate in community development projects. It seeks to encourage inter-alumni networking, as well as civic engagement by alumni with the broader Azerbaijani Society. The ASG program is funded by the U.S. Embassy in Azerbaijan and administrated by the US-Educated Azerbaijani Alumni Association (AAA). The grants are open to both USG alumni groups (minimum three alumni) and individual alumni. The grant funding may not exceed \$3,000 for alumni groups and \$1,000 for individuals. International and local NGOs, foreign citizens and non-alumni groups are not eligible for grants.

#### Objectives of the ASG:

- To encourage projects that aim to give back to the community (such as regional outreach projects);
- To partner with a public institution and initiative a public or community service program;
- To provide extended support for alumni events or to organize alumni networking opportunities to provide a unified environment, where alumni not only gather but also produce contributing outcome for the general public;
- To organize training programs or conferences for professional development of colleagues and/or other alumni (Topics may vary from education and sport to environment).

#### Eligibility of Applicants:

- Applicant/s must be alumni at the time of application;
- Applicant/s must currently be residing in the republic of Azerbaijan;
- Alumni and recipients of all U.S. Government-funded exchange and training programs, including ECA, USAID, USDA trainings, as well as others with a U.S. Government alumni connection are eligible to apply;
- Funded **projects can start from September 30, 2014 and end before March 31, 2015** (Project activities can only start after signing grant agreement with AAA).

#### Grant Application Procedures:

The applicants are encouraged to use the format without any modifications:

Eligible applicants should submit:

- Completed grant application form ([attached](#));

- Budget and budget narrative\* \*
- CV's of the eligible alumni;
- Other documents necessary to better evaluate submitted project proposals.

Full package of Application should be emailed to the Project's Coordinator Mrs. Zahra Amrahova at [zahra.amrahova@aaa.org.az](mailto:zahra.amrahova@aaa.org.az) and cc to [office@aaa.org.az](mailto:office@aaa.org.az) with the subject name **Alumni Small Grant Program** of your email. Applications **must be submitted by September 5, 2014 by midnight**. Grant awards will be announced before **September 26, 2014**. All applicants will be notified about their results.

**Important notice:**

ASG can only be granted after signing grant agreement with AAA and the finalist grantee (as a holder of Taxpayer Identification Number (TIN));

Applications must be submitted by midnight on the deadline day. Applications that are received later than the mentioned deadlines will not be accepted;

If any complains or suggestions for the future, please address them to the alumni elected chairperson – Mr. Vali Huseynov at [vali.huseynov@fulbrightmail.org](mailto:vali.huseynov@fulbrightmail.org)

**Review of ASG applications:**

A review committee will be established to provide a fair assessment of the applications. The applicants will be unanimous to the committee in order to provide unbiased grading of each application. The review committee will consist of two AAA Board members, appointed by the chairperson of AAA, the US Embassy representative (either PAS's Alumni Coordinator or Cultural Affairs Officer) and one previous alumni beneficiary, presented by the previous project coordinator of the ASTG project.

**Evaluation rubrics of applications:**

- Clarity of the project purpose and its feasibility of implementation;
- Solid background of the problem and sound flow of action plan;
- Contribution of the project for the Azerbaijani community;
- Creativity and innovation of the project;
- Regional component in project's activities;
- Applicants who have not received ASG before may be given priority.

**Disqualification conditions of applications:**

- Failure to submit the application form with all required files;
- Applicant's attempt to request anyone involved in the process for a favorable evaluation of the application;
- Applicant has submitted several applications.

**For more information please go to:** <http://aaa.org.az/alumni-small-grants-program>