



Weekly Newsletter on Career and Academic Opportunities

August 29, 2014

The US-Educated Azerbaijani Alumni Association,
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"Make sure you do not miss interesting happenings by joining our newsletter".

CAREER OPPORTUNITIES

- Various vacancies at Coca-Cola Azerbaijan
 - Various vacancies at Germes Engineering
 - Various vacancies at Bakcell
 - Management Trainee (Marketing) at British American Tobacco
 - Various vacancies at EY Baku
 - Customer Services/Baku Front Office Representative (temporary) at Azercell
- Career Exhibition

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INTERNSHIP PROGRAMS

- Intern, Public Affairs Section, US Embassy Baku
- Administrative Assistant Intern, US Embassy Baku
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ACADEMIC OPPORTUNITIES

- Alumni Small Grants Program 2014-2015
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- Alumni Small Grants Program 2014-2015

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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 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 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 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 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 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 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 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 and indicate the name of the position you are applying for in the subject line of the email.

Deadline: 30.09.2014

Position: Sales Support Engineer
International Company
Salary: Depends of Candidate (min 1000 AZN (NET))

Requirements:

- Would be good that he/she has previous elevator company experience (maybe not possible due to high salary expectations but it really would be good benefit)
- Preferably BSc of Engineering degree
- Fluent English & Azeri language, oral and writing .Russian good level
- Good social skills, a good team player is needed
- AutoCAD, MS Project (or similar) proficiency
- Skills to make presentation (power point, picture text editing producing software)

Job Description:

Sales support engineer needs to be able to analyze customer tender specifications (mostly in English), define the equipment to be offered (in the beginning together with Director of MP department). Make needed cost calculations, preliminary offer drawings in bigger offers also preliminary project time schedules (with support of Project Management and installation teams), method statements and other literature supporting the offer.

To be successful in this position, person needs to have capability and desire to learn elevator and escalator technical features, to be able to discuss specifications, with clients representatives, consultants etc. in order to find best solution for customer, both in terms of performance, customer requirements and cost too. In case initial standard solutions do not meet tender requirements, Sales Support Engineer needs to be able to propose alternative solutions, and to get our proposal favorable in customer's eyes. Person need to be able to work independently too, be self-initiative and problem solver type.

Interested applicants please submit your application with CV in English and photograph to 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

British American Tobacco Group



BRITISH AMERICAN TOBACCO

Position: Management Trainee (Marketing)

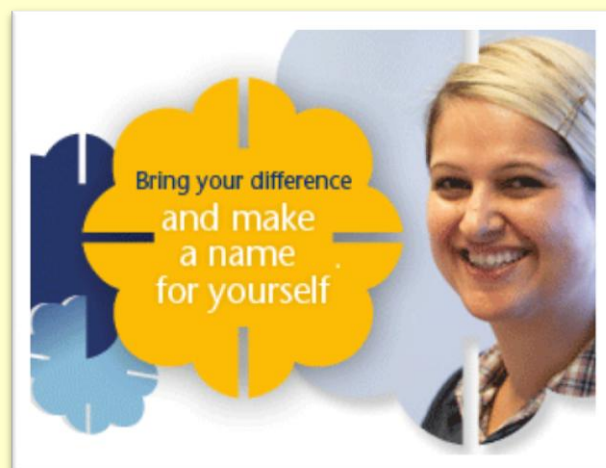
Job title: Management Trainee (Marketing)

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) 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

Email: 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

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

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

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

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

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

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- Position responsibilities
- Participate in financial audits (IT part)
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Job requirements

- A degree in computer science, information systems, or a related field
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- 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**.

Azercell**Position: Customer Services/Baku Front Office Representative (temporary)****Note:****Work schedule:** Shift based working hours: 09:00-18:00, 10:00-19:00, 11:00-20:00, 14:00-23:00**Work Place:** Baku CS/AzEx offices**Key Responsibilities**

- Answering customers requests and realization of operations based on customers requests
- Treating each subscriber individually/friendly and with patience
- Preparation of the corresponding reports regarding responsible working areas
- Required Skills and Experience
- Fluent in Azerbaijani, Russian and English
- High education
- MS Office programs
- Excellent communication skills and positive attitude
- A strong focus on customer service
- An ability to solve problems under pressure

Your Application:

We kindly ask you to submit your application on the website Azercell.jobs no later than the date mentioned in the right column. The selection process will begin only after the application closing date.

The deadline for applications is 31.08.2014

Career Exhibition



About Event The Career Exhibition is a unique event of its kind in Azerbaijan and dedicated platform that exclusively targets national graduates by offering them job opportunities and effectively practicing professional communication with recruiters from a broad spectrum of companies.

Web page: <http://www.career.iteca.az/>

Join us on Facebook: <https://www.facebook.com/CareerAzerbaijan?ref=hl>

10-12th October at Baku Expo Center

INTERNSHIP PROGRAMS

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 Prospekti,

Baku AZ1007, Azerbaijan

Or electronic copies:

E-mail: 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 Prospeoty,

Baku AZ1007, Azerbaijan

Or electronic copies:

E-mail: BakuHRMailbox@state.gov

Point of Contact

HR Office

Telephone: 488-33-00

<http://azerbaijan.usembassy.gov>

Closing Date for This Position: September 4, 2014.

Regional Security Office Intern, US Embassy Baku

Open to: All Azerbaijani Students

Position: Researcher- Intern

Opening Date: August 22, 2014,

Closing Date: September 5, 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 Researcher Intern position in Regional Security Office.

Basic Function of the Position

The incumbent's primary duties are local internet and media research of criminal statistics, written translations of host government official criminal statistics reports from Azerbaijani to English. 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 University or pre- graduate high school 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;
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<http://azerbaijan.usembassy.gov>

Closing Date for This Position: September 5, 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 and cc to 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

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>

Education Exhibition



About event: A single event in the field of education organized on the government level and supported by the Ministry of Education of the Republic of Azerbaijan will open on the 10th of October at the Baku Expo Centre. More than 100 higher educational institutions are expected you at the Education exhibition!

Website: <http://www.education.iteca.az/>

Join us on Facebook: <https://www.facebook.com/EducationAzerbaijan>

10th October at Baku Expo Center

Alumni Small Grants Program



About: 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) in cooperation with AAA Board Member Aliyar Guseynov. 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

Applications must be submitted by September 5, 2014 by midnight.

For more information please click on the following link: <http://aaa.org.az/alumni-small-grants-program>

Presentation by Aliar Guseynov(AAA Board Member)

**Caspian Business Center, 2nd Floor, 40, J. Jabbarli St. AZ1065, AZ 1065 Baku, Azerbaijan
September 9 at 7.p.m**