



# Weekly Newsletter on Career and Academic Opportunities

August 01, 2014

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## CAREER OPPORTUNITIES

- Various vacancies at Germes Engineering
- Various vacancies at BP Azerbaijan
- Call Center Agent at Bakcell
- Management Trainee (Marketing) at British American Tobacco
- Adjunct Professor, School of Public and International Affairs at ADA University

**1** Career Opportunities

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**2** Internship Programs

**3** Academic Opportunities

## INTERNSHIP PROGRAMS

- Graduate Excellence Programme, Baku 2015 Games Academy

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

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## ACADEMIC OPPORTUNITIES

Please see on pages 0-0

# CAREER OPPORTUNITIES

## Germes Engineering



**Position: Sales Engineer–International Engineering Company**  
**Salary: 800 -1200AZN (NET) depends of Candidate +bonuses**  
**(Available only for candidates with Engineering Degree)**

### Job Description

#### 1. Purpose

Salesperson's role is to proactively manage customer relationships, manage opportunities from current and new customers and close deals professionally in a way that maximizes COMPANY order book and profitability.

#### 2. Responsibilities and key activities

This section includes the responsibilities and key activities that the Salesperson is either accountable for, or responsible to execute.

Responsibilities and key activities

Customer relationship management

- Proactively develops and creates customer relationships in his/her area of responsibility
- Accountable for developing COMPANY position in his/her customer base or market area
- Creates and communicates leads and sales opportunities for entire COMPANY sales team (e.g. cross-selling)
- Ensures customer satisfaction and solving complaints with the rest of COMPANY team
- Documents the customer and contact information, maintains customer data
- Sell
- Accountable for leads, opportunities, orders and contracts to meet the sales budget and pricing targets
- Validates that the contents of the order received from the customer are in line with the negotiation process outcome, including terms and conditions, quality and safety
- Accountable for hand-over to installation, maintenance and/or engineering with complete and correct information
- Maintains full information of opportunities, tasks and visits.
- Timely and accurate reporting
- Supporting the finance function in money collection.

#### 3. Performance measures

- Performance measures

- Orders/contracts received (NEB, TRB, FRB), units, value and price (profitability / discounts from target price) vs. budgeted targets
- Maintenance portfolio in SEB (LIS, DIS, EIS in units and value)
- Value of sales funnel and opportunity-to-order hit rate
- Customer visits, customer facing time
- Customer feedback, customer satisfaction and loyalty (net promoter index)
- Accuracy of reports
- Development of customer portfolio
- Contribution to team result (sharing leads, opportunities, working in account teams)

#### **4. Competence profile**

##### 4.1 Behavioral competences

###### Collaboration

- Quickly develops positive relationships with others
- Shares information to promote mutually beneficial relationships
- Builds trust in their relationships with others over the long-term
- Working in team

###### Salesperson - Role Description

###### Attention to procedures and guidelines (General COMPANY Competencies)

- Willingness to accept and follow instructions and advice

###### Customer focus

- Focuses on activities and quality standards that ensure customer satisfaction
- Understands and meets customer needs
- Takes personal responsibility for customer issues and ensures follow through
- Identifies and pursues opportunities to improve customer service

###### Information seeking

- Identifies gaps in existing information and seeks out further detail
- Actively seeks out all relevant information
- Utilizes all available resources to obtain information
- Asks the right questions to obtain the information desired as quickly as possible

###### Persuasiveness

- Uses compelling arguments to convince others
- Employs a range of strategies to influence others
- Anticipates objection to an argument or idea and effectively deals with these

###### Drive and persistence

- Consistently strives to meet goals and objectives
- Maintains a positive approach in the face of setbacks and failure
- Shows determination and drive to overcome obstacles and problems

###### Organizing and prioritizing

- Approaches tasks in a systematic manner
- Organizes and manages their time effectively
- Organizes the information and resources required to complete projects
- Prioritizes tasks and projects according to their importance and obtains clarification where necessary

##### 4.2 Professional requirements

- Mastering customer contacts, presentations and negotiations, closing deals, tendering process, after sales activities, basic knowledge of contractual and financial terms.

#### 4.3 Entry-level requirements

- Basic level of English, IT literate
- Basic level of commercial / technical training

#### 4.4 COMPANY specific issues – always need to be trained

- COMPANY products and solutions and their benefits for different customer segments, understanding different customer needs
- COMPANY customer management models, sell process, S-plan
- Knowledge relevant to sales area: mod / NEB / maintenance
- Salesforce.com, tendering and ordering tools

### 5. Document Application

This document summarizes the key responsibilities of Salesperson.

This document is applicable to Salesperson in businesses across all the

Business Lines and reference organization structures unless otherwise stated.

**Interested applicants please submit your application with CV (Word format only with photograph) in English 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 15.08.2014**

**Position: General Manager**  
**Representative of International Company**  
**Salary: Depends of Candidate**

The General Manager will be accountable for developing key relationships within the industrial & Construction sectors in country and acts as the main interface with local government and regulatory authorities as required. This role will be critical in supporting the identification of in-country opportunities and risks and engaging appropriate internal and external stakeholders to leverage opportunity, mitigate risk and maximize business performance.

The position will engage with regional function heads to support the effective alignment of Project Management, Service Operations, Quality, Health and Safety stakeholders to ensure efficacy in resource optimization and program delivery in order to achieve high levels of customer satisfaction.

You will also be responsible for providing leadership to drive high levels of performance and continuous development ensuring that skills transfer and nationalization quotas are integrated within strategy implementation.

#### Requirements:

- Degree in Engineering/Marketing /Finance/ MBA(only international Diploma)
- Experience: 10+ years
- International experience of working in large, multi-national matrix organization
- Strong negotiating and influencing skills and ability to work with multiple stakeholders with competing priorities and demands
- Demonstrated track record of working in ethically challenging environments
- Demonstrated drive for results
- Strong communication skills to influence and persuade others to action
- Experience of mentoring and motivating young technical professionals and interested in developing

others our

- Understanding of RR commercial, purchasing and project management systems an advantage
- The aptitude to influence a multi-disciplinary, multi site teams
- Customer focus - maintains and build internal and external relationships
- Understanding of business cases, business evaluations and RR accounting methods (e.g. contract accounting)
- Strong people management skills
- Strong communication and listening
- Ability to think in a logical and innovative way and to express those thoughts both orally and in writing in a clear and convincing manner
- Broad Commercial policy, strategy and procedures knowledge
- Managing diverse resources

**Languages:** English, Azeri, Russian

**Deadline:** 01.08.2014

**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.**

**Position: Office Manager (International Company)**

**Salary: 600-700 AZN (NET)**

**Requirement:** Female

**Age:** 24-35

- 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 15.08.2014**

**Position: Technical Bayer  
Salary: 1200-1500 AZN (NET)  
Construction Project**

**Requirement:** Female

**Age:** 24-35

- Degree in Finance or MBA
- 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.

**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.

**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 15.08.2014**

**Position: Sales Manager****Salary: 1000 -2000 AZN (NET) depends of qualification****Requirement:**

- University degree, preferably in Construction Engineering/MBA
- 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.

**Responsibilities:**

- Develop and maintain productive working relationships with assigned Commercial Contractor customers, at all levels of their organizations
- Plan and implement sales strategies to maximize market share and margin; motivate contractors to prefer COMPANY over the competition
- Company rate cross-selling leads and make it easier to do business with Industrial Solutions
- Identify and track upcoming sales opportunities and influence customer specifications to favor COMPANY
- Conduct technical presentations to create preference for COMPANY
- Provide training, joint sales calls and applications support
- Introduce new products to existing customer base and identify Company customers
- Meet or exceed assigned volume and margin measurements
- Perform take-offs and develop cost effective proposals from project plans and specs and negotiate and secure project orders
- Understand market pricing and create and maintain secondary pricing agreements with key accounts
- Provide market feedback, competitive intellect Company and hit-rate information to business and sales leadership
- Track sales leads, wins and losses in CRM system; perform analysis on hit-rate data
- Create customer marketing programs (training) to promote COMPANY products and services
- Mine construction data (bid board) to identify key trends in marketplace and new product needs
- Identify new customers and create customer profiles to understand COMPANY 's position
- Participate in industry and local construction organizations to build relationships
- Process post-sales service cases and billing inquires in a timely manner
- Collects feedbacks on technical specifications from current customer base
- Communicates new technologies, products and solutions to a current and prospective customers
- Give consultancy to the customers to solve specific problems
- Assures delivery of the products test results to customers on time
- Investigate and participates to the solution of customer complaints

- Tests new and current products, controls results and necessary specifications.
- Organizes tests of competitor's products. Analyses results.
- Constantly research new products, technologies and solutions in global building materials industry
- Acquires new customers.

**Interested applicants please submit your application with CV in English and photograph to Company [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 15.08.2014**

**BP Azerbaijan**



**Job Title: HSE Manager**

#### **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**

- Work with Project Leadership and line management to develop risk strategies and tactics to identify, assess and mitigate HSE risks;
- Coach and challenge line management in support of delivery of project HSE and safety goals and targets;
- Coordinate all BP HSE related activities and support the delivery teams by providing technical inputs for satisfying regulatory compliance requirements and meeting BP Group requirements;
- Manage the reporting of all HSE incidents, track project HSE performance and make recommendations to improve performance whenever necessary;
- Engage contractors and effectively communicate BP HSE expectations and provide input into the contractor safety leadership forum;
- Verify that the fabrication & construction Contractors are executing work in conformance to BP Requirements;
- Maintain incident response capability for incident investigation and incident reporting and verify quality of incident investigations resulting in corrective actions;
- Develop a budget for the HSE team and ensure that HSE team activities are conducted within the constraints of the budget;
- Ensure that appropriate HSE resources are available to support project fabrication, construction,



marine and onshore export pipeline activities across SD2 scope specific sites;

- Recommend HSE organizational structures, positions, deployment, promotions, ratings and development across SD2 project and GPO HSE;
- Promote organizational learning and continuous improvement.

#### **Essential Education**

- Degree in Engineering, Science or HSE

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

- Over 15 years experience in HSE with major projects.
- Proven team leader of large distributed organizations.
- Proven track record of strong safety leadership (culture and systems).
- Strong interpersonal, communication (oral and written), engagement, team-working and influence skills.
- Proven ability to develop clear plans when dealing with complex and uncertain situations.
- Good understanding of regulatory requirements and how to incorporate into an overall safety management system.
- Self-motivated, with capability to work with minimum supervision and accustomed to being in positions of responsibility and accountability; proactive; able to work well under sustained pressure and have the ability and desire to take the lead on project HSSE issues.

#### **For more additional info please visit:**

[https://careers.bpglobal.com/2057/ASP/TG/cim\\_jobdetail.asp?SID=^gAEC2VmFJkGR0tojl7/zcf69SorpQCs\\_slp\\_rhc\\_lf1SGbNjmP99vrPsOVIFUtCHTI4CrjCF&jobId=66815&type=search&JobReqLang=140&recordst art=1&JobSiteId=5012&JobSiteInfo=66815\\_5012&GQId=2006](https://careers.bpglobal.com/2057/ASP/TG/cim_jobdetail.asp?SID=^gAEC2VmFJkGR0tojl7/zcf69SorpQCs_slp_rhc_lf1SGbNjmP99vrPsOVIFUtCHTI4CrjCF&jobId=66815&type=search&JobReqLang=140&recordst art=1&JobSiteId=5012&JobSiteInfo=66815_5012&GQId=2006)

#### **Removal Date**

**16-Aug-2014**

### **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 applicable 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\\_tliCGEuyntH08yIWS0Nyzt2IQrvxbqXVu/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=^FizSMfN_slp_rhc_tliCGEuyntH08yIWS0Nyzt2IQrvxbqXVu/CAoMwobxqBUIvS0mSVHnW&jobId=67165&type=search&JobReqLang=140&reco rdstart=1&JobSiteId=5012&JobSiteInfo=67165_5012&GQId=2006)

**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=^JvCPxpzZWREsxBa0Zlo3lOWSeqyVhu10lRi6glbdDYphdrs7vjKVbf9j/44Hc1l&jobId=67161&type=search&JobReqLang=140&recordstart=1&JobSiteId=5012&JobSiteInfo=67161\\_5012&GQId=2006](https://careers.bpglobal.com/2057/ASP/TG/cim_jobdetail.asp?SID=^JvCPxpzZWREsxBa0Zlo3lOWSeqyVhu10lRi6glbdDYphdrs7vjKVbf9j/44Hc1l&jobId=67161&type=search&JobReqLang=140&recordstart=1&JobSiteId=5012&JobSiteInfo=67161_5012&GQId=2006)

**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)

**Bakcell LTD****Position: Call Center Agent**

Responsibility for providing full and appropriate service to the customers by phone; providing the initial response regarding the technical operation of services / operation of the loading card by phone; checking customer's financial inquiries by phone; performing call back process in specific situations; responsibility for closing every issue for every customer.

Knowledge of Azeri and Russian – at mother tongue level

Ability to work under pressure, service orientation, ability to solve mathematical tasks, customer problems and make quick and appropriate to level decisions during the interaction with customers, ability to work under pressure and with a heavy work load; initiative and creativity; flexible thinking and ability to improvise, assertiveness, patience and authority; high level inter-personal skills; self education ability

**For more info please visit:** <http://www.bakcell.com/az/jobs/call-center-agent-2>

**Deadline: 01.04.2015**

# British American Tobacco Group



## BRITISH AMERICAN TOBACCO

### Position: Management Trainee (Marketing)

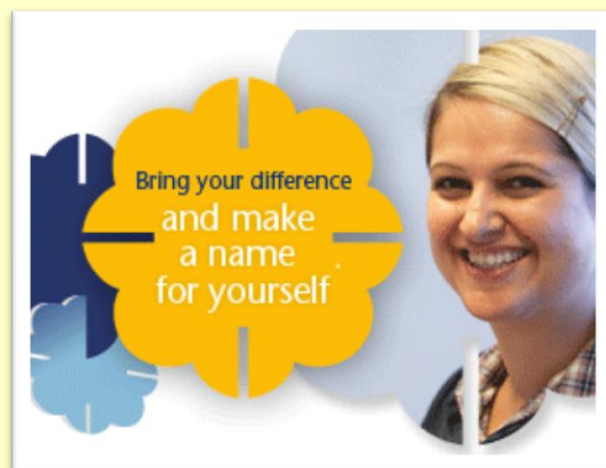
**Job title:** Management Trainee (Marketing)

**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)

# ADA University



## **Position: Adjunct Professor, School of Public and International Affairs**

### **Position Summary**

The School of Public and International Affairs of ADA University invites applications for adjunct faculty position in international relations. Candidates are expected to have a strong record of scholarly publication, commitment to service, and a history of effective teaching.

### **Responsibilities**

Teaching Diplomacy and Foreign Policy course for International Relations program at master's level in Fall 2014.

### **Requirements**

- PhD in Political Science or a related field;
- 3 years of experience teaching at a quality university;
- Excellent teaching skills;
- Excellent command of spoken and written English.

Interested candidates are requested to submit, preferably in Word or PDF format, attached to an e-mail message: (1) a current resume, (2) teaching philosophy and (3) the names, email and business addresses of at least 3 references.

Send materials via e-mail to [recruitment@ada.edu.az](mailto:recruitment@ada.edu.az) specifying the Job Title in the subject line. Only shortlisted candidates will be contacted. The cut-off date for application is **August 7, 2014**. ADA University offers a competitive remuneration package and attractive conditions of employment of high standard. For more information about ADA University, please visit [www.ada.edu.az](http://www.ada.edu.az)

# 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.