



Weekly Newsletter on Career and Academic Opportunities

July 4, 2014

The US-Educated Azerbaijani Alumni Association,
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CAREER OPPORTUNITIES

- Various vacancies at Germes Engineering
- Various vacancies at BP Azerbaijan
- Call Center Agent at Bakcell
- Financial Director Assistant at YARAT
- Programs and Operations Coordinator at ADA University
- Various vacancies at Azercell
- Shipment/Customs Assistant at U.S. Embassy Baku

Please see on pages 2-17

- 1 Career Opportunities
- 2 Internship Programs
- 3 Academic Opportunities

INTERNSHIP PROGRAMS

- Internship, Economic and Environmental Activities, OSCE

Please see on pages 18-19

“Make sure you do not miss interesting happenings by joining our newsletter”.

ACADEMIC OPPORTUNITIES

- 2015-2016 Hubert H. Humphrey Fellowships Program
- Research Announcement
- 2015 Fulbright Foreign Student Program

Please see on pages 20-23

CAREER OPPORTUNITIES

Germes Engineering



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

Deadline: 15.07.2014

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.

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. PandIDs, 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

Deadline 25.07.2014

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.

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

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&recordstart=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 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_tliCGEuynt08yIWS_S0Nyzt2IQrvxbqXVu/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

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

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

YARAT**Position: Financial Director Assistant****Salary: will be negotiated (approximately 500-600 AZN)****Work realities:**

Financial Director Assistant who often have at least an accounting certificate, process financial records such as bills, invoices, accounts payable and receivable, and more. In smaller companies, they may also perform many other administrative or clerical duties as part of their job, while in large companies, functions tend to be separated.

Duties:

Like Accounting Clerks, Accounting Assistants prepare financial documents such invoices, bills, accounts receivable, accounts payable, purchase orders, payroll, reports, and other financial records for entry into computer software. They also do bank reconciliations and assist in the preparation of budgets and reports.

Financial Director Assistant position requires math aptitude, proficiency in office and accounting software, and excellent technical skills in various accounting functions.

Required skills and training**Education:**

University degree is required

Experience:

Since many **Financial Director Assistants** are assigned a particular function (i.e., accounts payable, journal entries, bank reconciliations), they need at least 6 months of experience in that specific area.

Skills and Certifications:

Knowledge of (ACCA/CIMA) is welcomed

Competence in office productivity and accounting software and various accounting functions is needed for most paying jobs.

Proficiency in English and Azeri

Working hours: Monday-Friday 10:00-19:00

Deadline: July 20, 2014

ADA University



Position: Programs and Operations Coordinator Career Management Center

Position Summary

The Programs and Operations Coordinator of the Career Management Center (CMC) is responsible for the administration, coordination and implementation of overall programs, events and other operations of the Career Management Center.

Duties & Responsibilities

- Overseeing a list of programs, events and services for the students of the ADA University with the aim to increase their professional skills and career opportunities;
- Organizing training sessions and seminars for the ADA University students in career planning and preparation as well as leadership development skills;
- Getting actively involved in coordination and planning of visiting instructors and trainers' visits to ADA University;
- Participating in the organization and coordination of career fairs at ADA and arranging trips of for ADA University students to other career fairs;
- Researching and providing information to ADA University students about off-campus events and training programs;
- Participating in the organization, development, design and publication of the Career Newsletter on Job and Academic Opportunities for ADA University students;
- Supporting in organization and coordination of the recruitment visits of companies to ADA campus. Actively participating in marketing ADA University students to the companies;
- Assisting the Associate Director of CMC in developing the annual programs and services structure of CMC;
- Assisting the Associate Director of CMC to overlook and manage the CMC library resources. Ordering books and other resource materials on career development topics;
- Organizing the reunion of alumni and current students for Career Roundtables and Peer Career Mentoring purposes;
- Contributing to the development of the job/internships database of CMC and managing the CMC online management software;
- Coordinating student course attendance and carrying out the logistic of training sessions/seminars and other CMC events;
- Managing and overseeing Career Information System – CAREER link of the CMC.
- Carrying out administrative duties of the Career Management Center.

Requirements

- A University degree
- At least 2 years of experience in office management, assistantship or project coordination position; Experience of working with students is highly desirable;
- Fluency in Azerbaijani and English both writing and speaking; Knowledge of Russian is a plus;
- Good communication, interpersonal, and team working skills;
- Strong customer service orientation;
- Operational management and flexibility are demanded;
- Proficiency with office technology (MS Office Suite) and interest in identifying and adopting technology to enhance office efficiency.

Interested candidates are requested to submit, preferably in Word or PDF format, attached to an e-mail message : (1) a letter of interest specifying particular suitability for the position, when available and minimum expected salary (in AZN), (2) a current resume and (3) the names, email and business addresses of at least 3 references.

Send materials via e-mail to recruitment@ada.edu.az specifying the Job Title in the subject line. Only short listed candidates will be contacted. The cut-off date for application is **July 6, 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

Azercell**Sumgayit Azercell Express****Note:**

Work schedule: Monday - Friday, 10:00-18:00. Saturday-10:00-16:00. Sunday, national holidays and mourning day are non-working days.

Work Place: Sumgayit Azercell Express

Key Responsibilities

- Answering customer's 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, English– good
- High education
- MS Office programs
- Driving license

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.

Shamkir Azercell Express**Note:**

Work schedule: Monday - Friday, 10:00 - 18:00. Saturday-10:00-16:00. Sunday, national holidays and mourning day are non-working days.

Work Place: Shamkir Azercell Express

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, English– good

- High education
- MS Office programs
- Driving license

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.

Barda Azercell Express**Note:**

Work schedule: Monday - Friday, 10:00 - 18:00. Saturday-10:00-16:00. Sunday, national holidays and mourning day are non-working days.

Work Place: Barda Azercell Express

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, English– good
- High education
- MS Office programs
- Driving license

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.

Neftchala Azercell Express**Note:**

Work schedule: Monday - Friday, 10:00 - 18:00. Saturday-10:00-16:00. Sunday, national holidays and mourning day are non-working days.

Work Place: Neftchala Azercell Express

Key Responsibilities

- Answering customer's 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, English– good
- High education
- MS Office programs
- Driving license

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.

Hacigabul Azercell Express**Note:**

Work schedule: Monday - Friday, 10:00 - 18:00. Saturday-10:00-16:00. Sunday, national holidays and mourning day are non-working days.

Work Place: Hacigabul Azercell Express

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, English– good
- High education
- MS Office programs
- Driving license

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.

U.S. Embassy Baku



Position: Shipment/Customs Assistant

OPEN TO: All Interested Candidates

POSITION: Shipment/Customs Assistant, #C52302

GRADE: FSN-7; FP-7

OPENING DATE: July 2, 2014

CLOSING DATE: July 16, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident (NOR): US\$ 40,394 p.a. (Starting gross salary)
(Position Grade: FP-7 to be confirmed by Washington)

*Ordinarily Resident (OR): US\$25,557 p.a. (Starting gross salary)
(Position Grade: FSN-7)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Baku is seeking a person for the position of Shipment/Customs Assistant in the General Services Office.

Basic Function Of The Position

The incumbent arranges for and facilitates the incoming and outgoing shipment and customs clearance of household and personal effects, privately owned vehicles and other property of U.S. Citizen personnel and U.S. Government equipment and supplies.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact ext. 3860.

Qualifications Required

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

1. **EDUCATION:** Secondary School completion is required.
2. **EXPERIENCE:** Three years of experience in the customs clearance and transportation fields is required.
3. **LANGUAGE:** Level III (Good Working Knowledge) in English, Azerbaijani and Russian languages is required.
4. **JOB KNOWLEDGE:** A good knowledge of the abilities, general procedures and quality of work of local shipping carriers and transfer companies are required.

5. **SKILLS & ABILITIES:** Category “B” driver’s license and ability to drive USG vehicle is required. Tact and interpersonal skills is required

Selection Process:

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application. Tests to further determine qualification levels may be administered.

Additional Selection Criteria:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

To Apply

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant’s work experience attached as a separate sheet; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

Submit Application To

Hard copies:

Human Resources Office

Address: 111 Azadlig Prospekt,
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: July 16, 2014.

INTERNSHIP PROGRAMS

The logo consists of the letters 'OSCE' in a bold, blue, sans-serif font, centered within a light blue rectangular background.

Internship, Economic and Environmental Activities Project Co-ordinator in Baku

Location: Baku

Grade

Closing Date of application: 06-07-2014

Background

The OSCE Project Co-ordinator in Baku Economic and Environmental Unit (the Unit) supports the development of a conducive economic growth and adequate mitigation measures to ensure a sustainable management of the environment in order to strengthen the economic and environmental security in Azerbaijan in line with OSCE commitments and other international norms and standards. The Unit focuses on the following specific thematic areas: economic diversification, oil and gas sectors, small and medium business development, promoting transparency and corruption, management of public resources, corporate governance, anti-money laundering/ combating the financing of terrorism (AML/CFT), integrated water management, development of renewable energy and energy efficiency, protection of biodiversity, development of economic mechanisms for environmental policies, civil society engagement.

The internship offers a unique opportunity for young professionals to familiarize themselves with the OSCE.

Tasks and Responsibilities

The intern will assist the Head of the Unit and the Programme Managers on a full time basis performing the following tasks:

- Implementation of programmatic and operational activities;
- Translation/interpretation work;
- Conduct economic and/or environmental related research;
- Perform other tasks assigned by the Head of the Unit and the Programme Managers.

Necessary Qualifications

- Completed studies with a university degree (minimum at Bachelor level) in economics, economic politics, trade, business administration, environmental sciences or related fields;
- Previous experience in business development and/or sustainable environmental management within an international organization or the private sector is an asset;
- Working knowledge of English is compulsory. Knowledge of Azerbaijani both oral and written is expected; knowledge of Russian is an asset;

- Knowledge of basic office computer software;
- Applicants should be under the age of 30 at the time of the deadline.

Remuneration Package

The internship is unpaid and the selected intern shall have health insurance coverage at his/her own expense. Interns enrolling the OSCE Office in Baku internship programme shall not have any expectancy of future employment with the OSCE. The internship lasts three (3) months starting on **01 August 2014**.

How To Apply

All applicants are strongly encouraged to apply online, using the OSCE online application link, found at <http://www.osce.org/employment>.

In case of technical difficulties with online application, please contact the OSCE Project Co-ordinator in Baku informing us about the nature of such difficulties by e-mail to recruitment-az@osce.org with the vacancy number quoted in the title.

The applicants are requested to choose one of the following questions and present the answer (in maximum 5 lines) under cover letter of the online application:

- **Question 1:** Explain how public awareness can support the development of sustainable environmental projects.
or
- **Question 2:** Explain how public awareness can support the development of a transparent and free economy.

Please note that CVs and other applications submitted in different formats than the OSCE Application Form will not be reviewed.

Please also note that applications received after the deadline, submitted without reference to the vacancy number or in other languages than the English language would not be considered.

This vacancy is open for competition only amongst nationals of Azerbaijan Republic.

The OSCE is committed to achieving a better balance of women and men within the Organization. Female candidates are particularly encouraged to apply.

Only short-listed candidates will be contacted.

The OSCE retains the discretion to re-advertise the vacancy, to cancel the recruitment, to offer an appointment at a lower grade or to offer an appointment with a modified job description or for a different duration.

ACADEMIC OPPORTUNITIES

2015-2016 Hubert H. Humphrey Fellowships Program



Deadline: July 14, 2014

The US Embassy in Azerbaijan is pleased to announce the annual competition for the Hubert H. Humphrey Fellowship Program. This is a one-year non-degree program that brings accomplished professionals from designated countries around the world to the United States at a midpoint in their careers for a year of graduate-level academic course work and professional development activities. The Humphrey Program was initiated in 1978 to honor the memory and accomplishments of the late Senator and Vice President, Hubert H. Humphrey.

Eligible Fields/Sectors

Fellowships are granted competitively to both public and private sector candidates with strong leadership potential and a commitment to public service in the fields of:

- Agricultural and rural development
- Communications/journalism
- Economic development
- Educational administration, planning and policy
- Higher Education Administration
- Finance and banking
- HIV/AIDS policy and prevention
- Human resource management
- Law and human rights
- Natural resources, environmental policy, and climate change
- Public health policy and management
- Public policy analysis and public administration
- Substance abuse education, treatment, and prevention
- Teaching of English as a foreign language
- Technology policy and management
- Trafficking in persons policy and prevention
- Urban and regional planning

For brief description of each field please **click here**

To be eligible for a Humphrey Fellowship, applicants must have:

- Azerbaijani citizenship
- Bachelor's degree

- At least five years of full-time progressive professional experience
- Demonstrated leadership qualities and a record of public service
- English language ability (TOEFL score of 525 of paper-based or 71 internet-based or IELTS of 6.0-7.0 range)

Long Term English component

In addition to the pre-academic language training traditionally available, the Humphrey Program is offering a Long-Term English (LTE) language training opportunity to facilitate the participation of candidates who may be excellent candidates but are lacking the necessary language skills. LTE participants will be brought to the U.S. for an intensive 20-25 week pre-academic program to improve their language skills before transitioning to their academic-year Humphrey campuses. Candidates for LTE typically have TOEFL scores in the 440-500 range (paper-based test) or 42-61 (internet based test).

Terms and Conditions

The Humphrey Fellowship provides international travel, tuition and university fees, accident/sickness coverage, monthly maintenance allowance and funding for books and professional activities. The Humphrey Program does not provide financial support for accompanying dependents.

Applications

All applications must be submitted online and must include the following documents:

- Completed application (Bio-sheet A, bio-sheet B, Program Plan, Personal Statement A, Personal Statement B)
- 1st Letter of Reference from current employer
- 2nd Letter of Reference
- Curriculum Vitae
- Copy of University degree(s)

Online application is available at <https://apply.embark.com/student/humphrey/fellowship/>

The deadline for submission of applications is **July 14, 2014**

For comprehensive information about the program please visit The Humphrey Fellowship Program's official website at <http://humphreyfellowship.org/> and facebook page:

<https://www.facebook.com/HumphreyFellowship>

For more information please contact the U.S. Embassy:

Address: 111, Azadlig street, Baku Azerbaijan

Phone: 4883300

Email: bakuEducation@state.gov

Research Announcement



Dear AAA members,

My name is Gunay and I study for master's degree at the University of Birmingham. I am doing research about the influence of teaching methods on students' academic achievements for my master's dissertation at the School of Education. I am looking for research participants (current bachelor and master students) from two universities, Azerbaijan University of Languages and Khazar University.

I will send a short online questionnaire to all interested participants to fill in and submit online. The participation in the research is voluntary and will take 10 min of your time.

Information about the research study:

The purpose of the study is to find out how various teaching methods may influence students' academic achievements in social sciences classes in two universities in Azerbaijan. I am interested in gathering information from both tutors and students about the role of different teaching techniques.

Those interested can contact Gunay Farzaliyeva at gxf337@bham.ac.uk.

Your help is highly appreciated

Thank you very much in advance for your participation!

2015 Fulbright Foreign Student Program



This program is designed to provide opportunities for Azerbaijani youth to continue their education via master's degree studies in the U.S. universities. Fellowships are awarded competitively to candidates who best demonstrate a commitment to service in public and/or private sectors.

Eligibility Requirements

- Azerbaijani citizenship
- University degree
- English language proficiency (minimum 85 IBT TOEFL/7 IELTS score)
- Availability of military service certificate, or proof of military service deferment for actual inductees.

Fields of Study

Fulbright program calls for applications from all fields of study.

Applications must be submitted online. Candidates can access the online application at

<https://apply.embark.com/student/fulbright/international>

The application form consists of the following documents:

- Application form
- Personal Statement essay
- Field of Study essay
- 3 Letters of Recommendation
- Standardized Test scores (if available by the time of application submission; otherwise short-listed candidates will be required to take the official TOEFL, GRE/GMAT tests by November 1st, 2014)
- Curriculum vitae
- Diplomas and transcripts (Copies of notarized diplomas and transcripts with English translations are required to upload to the online application form at Embark. Do not bring the hard copies to the embassy)

Only application forms submitted online will be considered. Deadline for submission of applications is **July 31st, 2014**