



Weekly Newsletter on Career and Academic Opportunities

July 18, 2014

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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
- Various vacancies at ADA University
- Various vacancies at Azercell
- Management Trainee (Marketing) at British American Tobacco

1 Career Opportunities

Please see on pages 2-18

2 Internship Programs

3 Academic Opportunities

INTERNSHIP PROGRAMS

- Azercell's Student Program 2014

Please see on pages 19-19

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

ACADEMIC OPPORTUNITIES

- 2015 Fulbright Foreign Student Program

Please see on pages 20-20

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

Deadline 15.08.2014

**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. 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.

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 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 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 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&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 as 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: Senior Specialist, Planning, Recruitment and Selection **Department: Human Resources**

Job Summary

The HR Senior Specialist will be responsible for the planning, co-ordination and execution of the Recruitment and Selection process at ADA University. She/he will work closely and effectively with HR Manager to define recruitment requirements and agree on recruitment plans and strategies. The position coordinates his/her work with all the departments of ADA University and directly reports to the HR Manager.

Duties & Responsibilities

- Assist in the manpower planning process;
- Study availability of recruitment sources and design recruitment action plans for vacant positions;
- Administer recruitment budget and monitor expenditure and ensure compliance;
- Coordinate recruiting, selection and employment process (e.g. writing/editing job descriptions, advertising, processing applications, preparing screening criteria, administering/evaluating tests, scheduling interviews, etc.);
- Work closely with all managers to assess appropriate background and skill set for open job requisitions;
- Ensure all vacancies are filled with the suitable candidates within the set time frame;
- Coordinate recruitment emailing system and be responsible for resume filing system;
- Interview candidates up to supervisory level, prepare assessment sheets and coordinate with HR Manager;
- Ensure consistency in process including establishment of interview panels, collection of forms, check and maintenance of documentation and references;
- Perform reference and background checks on applicants;
- Develop test questions, case studies and rating standards within established selection procedures and guidelines (e.g. supplemental questionnaires, oral exam questions and rating dimensions) subject to final review;
- Assist with new employee orientation processes as needed and/or assigned for the purpose of ensuring employees are knowledgeable of current practices and administrative processes;
- Issue the recruitment reports and metrics in a timely manner;
- Develop ability to work as a team player not only within the areas of Recruitment and Selection but among all areas of HR;
- Perform other related duties incidental to the work described herein.

Minimum Qualifications:

- Minimum of Bachelor's degree and minimum three years of equivalent recruiting or Human Resources experience;

- Excellent listening, written and verbal communication skills necessary to communicate effectively with all levels of employees and management;
- Deep experience with behavioral interviewing, Internet sourcing and use of applicant tracking systems;
- Excellent customer service, communication and strong interpersonal skills to interview, assess, persuade and negotiate with candidates;
- Fluency in English and Azeri. Good command of Russian language;
- Strong proficiency in MS office products including Word, Excel and PowerPoint;
- Strong organizational skills, time management skills and comfortable taking initiative and handling multiple projects simultaneously.

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 shortlisted candidates will be contacted. The cut-off date for application is **July 22, 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

Position: Assistant to the Dean School of Humanities and Sciences

Position Summary

Under the general direction of the Dean, the Assistant provides administrative support to the Dean in a wide variety of areas including: scheduling, correspondence, maintenance of the Dean's calendar and problem solving for the day-to-day operations of the Dean's Office.

Responsibilities

- Handle all the administrative tasks in the office, which includes correspondence, distribution, conference/interview set up, scheduling of meetings, etc.;
- Help to organize various events and meetings related to the school;
- Order course materials including books with the consultation of the faculty;
- Arrange room and other necessary logistics for meetings and social events organized by the school;
- Create agendas, take notes when asked and produce meeting minutes;
- Maintain file cabinets and ensure up to date record keeping;
- Make travel arrangements, including registration to conferences and other events;
- Complete different departmental forms (purchase request form, equipment utilization sheet);
- Make copies of the documents as assigned by the Dean and also according to the needs of the school;
- Other errands assigned by the Dean.

Requirements

- University Degree is required;
- Minimum 3 years of Administrative work experience;
- Strong computer skills required;

- Strong Microsoft Word, PowerPoint, and Excel skills required;
- Excellent written and oral communication skills;
- Excellent knowledge of English, Azeri languages, good command of Russian;
- Ability to work effectively with individuals at all levels in a team.

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 shortlisted candidates will be contacted. The cut-off date for application is **July 20, 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

British American Tobacco Group



BRITISH AMERICAN TOBACCO

Position: Management Trainee (Marketing)

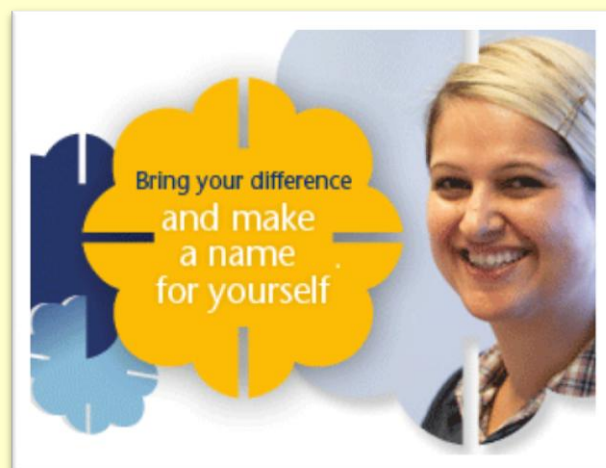
Job title: Management Trainee (Marketing)

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

INTERNSHIP PROGRAMS

Azercell



Azercell's Student Program 2014

Azercell's Student Program

Azercell Telecom LLC presents bursary opportunities to the students of Azerbaijan! The winning students will be offered a monthly stipend throughout the remaining period of their university studies, as well as a chance to enrich their knowledge about telecommunications, participate in Azercell's corporate events and social activities, receive various trainings, as well as pass internship at Azercell.

The aim of the Azercell Student Program

- To encourage the successful students and young talents with outstanding academic achievements;
- To support the professional growth of the students with high potential;
- To contribute to our society within the frameworks of our Corporate Social Responsibilities.

Who can apply?

- Bachelor level students with good marks in their last 2 years at university
- Only students of Azerbaijani universities
- Only citizens of the Republic of Azerbaijan

Application guidelines:

- Open the web-page <http://www.azercell.com/az/company/career/vacancies/>;
- Under the Vacancies title, from the list, click on the link Azercell's Student Program 2014;
- In the popup window, read the text and by clicking on the Send application link open the online application form;
- If you are a registered user, enter your existing username and password and send the application form. Otherwise, register in the system and send your application.
- You have to attach the scanned version of your Student ID Card and Transcript (Grades) Book to your application form, and write an essay on the topic mentioned in the application form.

The application deadline is July 31, 2014. For further inquiries and information, please contact us at bursary@azercell.com or call (012) 496 70 07.

ACADEMIC OPPORTUNITIES

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**