



Weekly Newsletter on Career and Academic Opportunities

June 13, 2014

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

CAREER OPPORTUNITIES

- Various vacancies at Germes Engineering
- Various vacancies at BP Azerbaijan
- Various vacancies at Bakcell
- Guard at Peace Corps - Azerbaijan
- Financial Director Assistant at YARAT
- Various vacancies at AzerEnerji
- National Project Officer at OSCE
- Various vacancies at Baku 2015 European Games

Please see on pages 2–23

INTERNSHIP PROGRAMS

- Summer Internship (Procurement), British American Tobacco

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

ACADEMIC OPPORTUNITIES

- Institute for Peace and Dialogue, IPD
- 2015-2016 Hubert H. Humphrey Fellowships Program
- GIPA Master’s Degree Program in Journalism and Media Management
- Research Announcement
- 2015 Fulbright Foreign Student Program

Please see on pages 24–32

CAREER OPPORTUNITIES

Germes Engineering



Position: Construction Engineer (Quantity Surveyor/Cost Engineer - Civil Works)
Salary: Depends of Candidate

Qualifications:

The candidate must have a University Degree in Construction/Oil Gas with 5+ years minimum work relevant experience

Job Description:

- The candidate must be well versed in the Design and Build of Oil and gas Projects with specific focus on civil engineering work, including elements of bulk earthworks, piling, drainage, infrastructure, concrete and Building works.
- Experience within the Structural, Electrical and Instrumentation disciplines would be advantageous as would a general knowledge of Norwegian Oil & Gas industry related HSE practices and regulations.
- Reporting to the Project Estimator / Quantity Surveyor, a solid understanding of surveying principles and a good grounding in construction knowledge are essential.

Responsibilities:

- Obtain and verify EPC Contractor's installed quantities by physical on-site measurements and/or surveys.
- Quantity take-offs from drawings to accomplish the reporting of field quantities in accordance with construction planning.
- Prepare and maintain the established project quantity management program on site and prepares appropriate reports.
- Establish and maintain quantity files on each activity of work performed on the project.
- Attend and contribute information during team meetings with regards to current / outstanding issues.
- Assist the Project Controls team on any required in-depth quantity studies, and interpretation of the field quantities as applied to scheduling activities.
- Assisting in preparing quantity comparisons for Progress and Performance Reports.
- Collaborate with other functions to enhance project success on an as needed basis required by the Progress/Schedule Lead.
- Interface and provide on-going technical support to construction team.
- Contribute to baseline quantity updates including verification of estimate maturity.
- Contribute to the evaluation of allowances and contingency levels where appropriate.

- Participate in the reconciliation of installed quantities.
- Contribute to keep project within sanctioned Scope of Work, budget and schedule.
- Monitor and control progress measurement of contractors on site(s).
- Support the project team in reviewing and costing project changes / variations.
- Other QS / progress management duties as assigned.

Workplace:

- Baku, Construction Site

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: 15.06.2014

Position: Civil & Structural Engineer – Estimator (Oil & Gas Project)**Salary: Depends of Candidate 2000 & more**

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

This role is offered on a permanent basis meaning that career progression up and across the organization will be a very real possibility. The right candidate will have civil & structural estimating experience in the one or more of the following sectors:

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

Your responsibilities will include but not limited to:

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

You will be working with the project bids and tender documents up to the value of 10 Million AZN. This is a fantastic opportunity to get on board with a well established name in engineering and construction on a permanent basis meaning an exciting, secure and rewarding career for the right candidate.

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

Deadline: **15 June, 2014**

BP Azerbaijan



Job Title: Business Ethics 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

- Understand and dissect complex cases, use innovative thinking and determine the most effective and efficient way to manage and investigate allegations and provide clear, concise, legally compliant and ethical guidance to AGTR Senior BP management on these cases.
- Simultaneously manage multiple projects/cases across multiple locations within AGTR.
- Lead, manage and coach a team of ethics & compliance officers and investigators.
- Develop investigation capability in the AGT region (in support of FMI initiatives).
- Work with the stakeholder functions to establish a sustainable investigation model for the region.
- Manage issues that are time-sensitive, highly confidential and pose significant financial, legal and reputational risk to the BP Group.
- Summarize complex cases and issues in a clear and concise manner
- Provide accurate and timely advice for business stakeholders so that they are informed and are able to make a right decisions in an ethical and compliant manner
- Develop of E&C Risk Action Plans
- Support of High Risk Agents (HRA) /Non Operated Joint Ventures (NOJV) risk as needed.
- Implement the Group Fraud and Misconduct Reporting Standard in AGTR and establish a sustainable investigation model for the region. Contribute to the continuous development of the processes and standards.
- Undertake case management of incidents from receipt of the allegations through to conclusion of investigations

- Provide oversight and guidance on investigations.
- Brief AGTR Senior Management and Central Fraud and Misconduct Investigation team on the findings, including root causes, and
- Provide strategic advice and guidance on the outcomes in order to aid lessons learned across the AGTR.
- Liaise and co-ordinate Central Fraud and Misconduct Investigation Team, Human Resources, Legal, Group Compliance & Ethics, Security, PSCM compliance team and Internal Audit to enhance teamwork and cooperation.
- Contribute to the content and co-facilitate fraud awareness training for the AGTR.

Essential Education

- University Degree
- Investigation Training Course or similar by Approved provider
- Interviewing skills course by Approved provider (Advanced skills desirable)

Essential experience and job requirements

- Minimum 7 years' experience in an area of Fraud, Corruption (ABC) or Internal Audit.
- Experience in the assessment of complex issues and recommendation of approach/strategy
- Ability to brief senior management and provide concise and professional advice
- Investigation experience with large global companies desirable
- Exemplary and unquestionable personal integrity and moral compass
- Excellent active listening skills.
- Excellent analytical skills, with significant attention to detail.
- Strong strategic and political awareness.
- Ability to work with others at all levels within BP, to manage conflicts and conduct difficult discussions and close matters in a timely manner.
- Self-confidence to take a firm stand and energetic persistence in seeking solutions to complex issues.
- Strong work ethics and created ability to achieve identified goals.
- Strong communication and presentation skills.
- Demonstrated ability to work with senior management and external parties, as required

For more additional info please visit:

https://careers.bpglobal.com/2057/ASP/TG/cim_jobdetail.asp?SID=^Lx2ksdq7absDK8XkOdEG3fu9K9j5pz55LRmDB/GvQrfPQCbhTHgiS0IaknCe_slp_rhc_84N&jobId=67433&type=search&JobReqLang=140&recorstart=1&JobSiteId=5012&JobSiteInfo=67433_5012&GQId=2006

Removal Date

19-Jun-2014

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

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_tliCGEuyntH08yIWS_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
- Analyse 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

Position: Payroll Accountant

Manage workflow to ensure all payroll transactions are processed accurately and timely every payroll cycle; Perform timely and accurate preparation of payroll for the company via the 1C payroll system; Ensuring employees are paid in compliance with labor laws and company policies; Payroll calculations and preparation of payroll associated reports; Handle and resolve all queries/issues related to salaries; Develop and document payroll reporting tools, best practices and processes; Maintain strict confidentiality of sensitive employee and company information at all times; Assist with other HR operations functions as required by supervisor; Calculate payroll, prepare and submit quarterly and annual reports to State Social Fund; Tax reporting in accordance with local requirements, by using e-mail reporting program "BTP"(Tax Office) and "B3Editor" (Social Fund) and Azerbaijan legislation, statistical reports for the government on monthly, quarterly, annual basis

For more info please visit: <http://www.bakcell.com/az/jobs/payroll-accountant>

Deadline: 01.07.2014

Position: Revenue Assurance Analyst (Finance department)**Key responsibilities**

- Control revenue streams to assure timely, complete and correct charging for the services provided
- Define, analyse, follow up material incidents, revenue leakage, minimize loss and prevent their occurrence in the future
- Provide an independent reporting on revenue assurance
- Assist in developing revenue assurance processes and control activities in the following business areas:
- Network and Usage

- Rating and Billing
- Product and Offer Management
- Order management and provisioning
- Partner management

Work terms

- Work place: Baku, Azerbaijan
- Occupation: Full time

Requirements

- Education: Bachelor degree in Finance, IT or Engineering
- CISA, ORACLE or CISCO certification is advantage
- Work experience: 2 years in relevant area
- Languages: Azeri and English – advance
- Russian - intermediate
- Computer skills: Word, Excel, Outlook, SQL, Oracle
- Knowledge in IT Networking and IT principles (TCP/IP and Database Management) is advantage

For more info please visit: <http://www.bakcell.com/az/jobs/revenue-assurance-analyst-finance-department>

Deadline: 01.07.2014

Position: HSE Coordinator

Develop and implement HSE management system, ensure the company HSE rules and documentation meets the requirements of International standards and Azerbaijan legislation, develop and implement the Emergency Response and Evacuation procedures, policies and monitor compliance to them, organize and coordinate emergency drills, monitor, inspect and audit the company premises and to ensure that HSE rules and procedures are followed and undertake all actions to eliminate problems.

For more info please visit: <http://www.bakcell.com/az/jobs/hse-coordinator>

Deadline: 01.07.2014

Position: HSE Engineer

Conduct site inspections and report all shortcomings to HSE Coordinator, PPE Inspect , regular inspection of exit routes and fire-fighting equipment, routine inspection of company cars to ensure they are provided with first aid kits, fire extinguishers, assist in conducting accident/incident investigations, accomplish additional tasks defined by HSE Coordinator

For more info please visit: <http://www.bakcell.com/az/jobs/hse-engineer>

Deadline: 01.07.2014

Position: Senior Financial Reporting Accountant

Timely closing of GL module; Timely and accurate provision of monthly accruals and closing entries - cut-off reporting; Preparation of monthly reporting package (PL, Balance sheet etc); Calculation of financial and operational ratios on a monthly basis; Assistance in elaboration of new reports based on management request; Reconciliation of GAAP and Statutory GLs

For more info please visit: <http://www.bakcell.com/en/jobs/senior-financial-reporting-accountant>

Deadline: 01.07.2014

Peace Corps - Azerbaijan



Position: Guard

The Peace Corps is a governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for more than fifty years in more than 135 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people.

Security Guard

Approximate start date: September 2014

Position Summary: Performs guard services to safeguard Peace Corps, U.S. government property and personnel. Guard will work according to the general orders and post orders that provide all security instructions and directions for ensuring the safety and well-being of the office compound, personnel, vehicles and equipment.

Qualifications Required: College graduate; good command of written and spoken Azeri and English; diligence, patience, integrity and proven ability to maintain confidentiality; demonstrated teamwork, flexibility and good interpersonal skills; ability to relate to people of diverse backgrounds.

Desired Qualifications: At least three years of experience as a Guard or working in some security-related field.

Application deadline June 16, 2014

Application Process

You can download the Applications from www.azerweb.com or www.azerjobs.com or pick up from the Peace Corps Office. Qualified persons should submit completed application to the Peace Corps office: 2c Hasan Aliyev Street, Baku, Azerbaijan, or via Email: AzJobs@az.peacecorps.gov or Fax: (99412) 596 17 24 Submit the following: 1) completed application form (see attached) 2) CV or Resume 3) a detailed cover letter including a written description of how you meet the position's qualifications.

Only short listed candidates will be contacted.

Application deadline is Monday, June 16 2014, at 9:00 AM

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

AzerEnerji

**Position: Administration Assistant
Investment and Strategy Department**

Position Type	Non-managerial
Reports to	Head of Department
Job type	Full time
Schedule	Monday through Friday, 9:00 a.m. to 6:00 p.m.
Location	AbdulkarimAlizada str. 10, AZ1005, Baku

Purpose of the Position

Providing secretarial, clerical and administrative support in order to ensure that department's functions are performed in an effective and efficient manner

Key Responsibilities**Administration**

- Pick up and deliver the mail
- Open and date stamp all general correspondence
- Maintain the general filing system and file all correspondence
- Receive, direct and relay telephone messages and fax messages
- Assist in the planning and preparation of meetings, conferences and conference telephone calls
- Make preparations for the meetings and trips
- Monitor the use of supplies and equipment, maintain an adequate inventory of office supplies
- Respond to public inquiries
- Provide word-processing and secretarial support
- Develop and maintain a current and accurate filing system
- Coordinate the repair and maintenance of office equipment

Communications

- Maintain a pleasant and friendly manner while communicating
- Answer all incoming calls and handle inquiries whenever possible
- Re-direct calls as appropriate and take adequate messages when required

Hosting and Hospitality

- Be well presented, friendly and professional at all times
- Keep reception area clean and tidy
- Welcome visitors warmly and make sure they are comfortable, take their name and refer to the appropriate person. Assist in providing an appropriate and sensitive response.
- On very rare cases at events of extraordinary importance ensure provision of service to meetingrooms

including availability of tea/coffee/drinking water for visitors

- Monitor the events calendar and organize room bookings as needed in conjunction with the Head of Department and relevant staff

Other duties

- Assist the Head of Department and other staff as requested
- Provide administrative services for the Head of Department
- Perform other related duties as required

Required knowledge & skills

- Excellent interpersonal skills
- Analytical and problem solving skills
- Effective speaking and listening skills
- Attention to detail and high level of accuracy
- Effective organizational skills
- Ability to work under pressure
- Knowledge of Microsoft Office (Excel, Word, etc.)
- Languages: Azeri (native), English and Russian (intermediate)

Application details

- Qualified candidates should forward their cover letter and resume(indicating vacancy name) to rabbasov@azerenerji.gov.az
- Application deadline is **June 30**

Finance Department / Payroll Division

Position type Managerial

Reports to Head of Department

Job type Full time

Schedule Monday through Friday, 9:00 a.m. to 6:00 p.m.

Location Abdulkarim Alizada str. 10, AZ1005, Baku

Purpose of the Position

Senior Payroll Specialist is responsible for Payroll, Human Resources Information System (HRIS), Compensation and Benefits administration with primary focus and responsibility for Payroll and HRIS Administration. The position ensures all HRIS entries are accurately entered and completed in a timely manner.

Additionally, the role will be responsible for generating and distributing periodic and ad hoc management reports. The position will also provide support to other team members in benefits and compensation administration. It will also contribute to department process development and improvement, HRIS modification and enhancement.

Key Responsibilities

- Ensure completion of benefits transactions and deductions as part of the monthly payroll
- Process final settlement amounts for leaving employees
- Assist with coordinating payroll actions with the Finance Payroll Manager
- Ensure payroll activity is completed and processed in a timely and accurate manner
- Perform routine audits of HRIS and payroll entries, identify areas of improvement in payroll

processing

- Process employee requests for tuition payments/reimbursements, housing advances and generate required forms and communications
- Ensure timely processing of payments as per service level agreements and according to corporate policies
- Generate routine and ad hoc reports through the HRIS
- Issue and maintain organization charts under the supervision of the Finance Payroll Manager
- Coordinate administrative tasks such as vacation planning, reorganizing shared folders, internal trackers and forms
- Generate purchase orders for the Compensation, Benefits and HRIS function
- Support the Compensation and Benefits team with administration of health, retirement and other benefit plans including provider requirements for processing new enrollments, changes and terminations
- Respond to and resolve employee inquiries or concerns regarding benefits, services and coverage issues

Position Requirements

- Bachelor's degree in Accounting, Finance, Economics or Human Resources Management. Master degree is an advantage
- Two years' experience working in a human resources or systems related area with exposure to HR administration, HRIS, payroll, benefits, compensation, and/or employee relations Environments

Required knowledge & skills

- In depth knowledge of national wage and hour laws
- Automated or in-house payroll system experience preferred
- Intermediate knowledge of Excel, Word, and Outlook required
- Ability to interact effectively with all levels of employees and management
- Ability to keep confidential any information, observations or viewpoints regarding firm or personnel matters

Application Details

- Qualified candidates should forward their cover letter and resume (indicating vacancy name) to rabbasov@azerenerji.gov.az
- Application deadline is **June 30**

Position: Tax Accountant
Accounting Department/ IFRS Division

Position type Managerial
Reports to Head of Department
Job type Full time
Schedule Monday through Friday, 9:00 a.m. to 6:00 p.m.
Location Abdulkarim Alizada str. 10, AZ1005, Baku

Purpose of the Position

Tax accountant is responsible for the collection of tax-related information, reporting to taxation authorities in a timely manner, and advising management on the tax impact of various corporate strategies.

Key Responsibilities

- Preparation and analysis of tax declarations, tax invoices and other reporting forms to government authorities (SSPF, Statistical Committee, Ministry of Taxes etc.)
- Negotiate with tax authorities over tax payment issues
- Coordinate audits by various taxation authorities
- Complete required tax reporting in a timely manner
- Prepare and update tax provision schedules
- Update the company tax database as tax rates change
- Research and correct process errors that caused incorrect tax filings
- Advise management regarding the tax impact of corporate strategies
- Advise management on the impact of new laws on tax liabilities
- Identify tax savings in prospective acquisition scenarios

Required knowledge & skills

- The tax code of the Republic of Azerbaijan, laws, and other related normative acts
- Tax accounting and IFRS fundamentals
- Structure and work principles of tax institutions
- Essentials of Labour Code of the Republic of Azerbaijan
- Processing business transactions in related accounting software applications such 1C (knowledge of 1C 8.2 is an advantage)

Position Requirements

- Bachelor's degree in Taxation, Finance, Accounting, Economics or any other related field. Master degree is an advantage
- Knowledge of Microsoft Office (Excel, Word, etc.)
- 2+ years' experience in accounting, 1+ year experience in tax compliance and reporting

Application Details

- Qualified candidates should forward their cover letter and resume (indicating vacancy name) to rabbasov@azerenerji.gov.az
- Application Deadline is **June 30, 2014**

OSCE



Position: National Project Officer
OSCE Project Co-ordinator in Baku, Economic and Environmental Activities

Location Baku, AZ

Grade NP1

Closing Date of application 02-07-2014

No. of Posts 1

Background

Under the direct supervision of the Head of the Economic and Environmental Unit, the incumbent acts as a National Project Officer for economic and environmental activities. The incumbent conducts analyses of developments in Azerbaijan in the economic and environmental fields, conducts needs assessments, liaises with Azerbaijani authorities, civil society organizations and research institutions, advises the supervisor and PCiB senior management on the trends in the relevant thematic fields, assists the supervisor in the development of programme documents, develops project documents, manages projects, organizes for implementation of projects assigned, monitors, evaluates and reports on project activities and results. Acts as Alternate Head of the Unit/Programme Manager in the absence of the supervisor.

Tasks and Responsibilities

1. Assists and provides advice to the Head of Economic and Environmental Unit in the overall **programme management** of activities in the second dimension, as requested by the supervisor and/or at his/her own initiative. For that purpose:

a) independently conducts research, collection, compilation, break-down of data, fact-finding and problem analysis on topics related to economic and environmental issues and advises the supervisor and, as may be requested, PCiB senior management and relevant OSCE institutions and departments, on developments, trends and needs in the relevant thematic areas, e.g. on economic diversification, oil and gas sectors, small and medium business development, promoting transparency, 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;

b) establishes and maintains contacts with Government authorities, universities, research institutions, civil society and other international organizations for activities in the Economic and Environmental Unit; assists the supervisor in necessary contacts with them for implementation, including meetings, correspondence, etc.; provides translation and interpretation, as requested by the supervisor;

c) advises on partnership and fund-raising/co-funding opportunities, identifies and helps secure funding alternatives for EXB projects and for co-funding of UB projects; builds and maintains strong relationships with partners and donors; represents the office at national and international events, co-ordination and individual meetings, roundtables;

d) contributes to regular reporting of the Economic and Environmental Unit, e.g activity reports, annual reports and other narrative reports as well as to the development of the programme's budget and programme outline;

e) prepares letters, talking points, speeches and background information for official meetings on issues related to economic and environmental issues;

Acts as Alternate Head of Economic and Environmental Unit/Programme Manager in his/her absence.

2. Acts as a **project manager** for economic and environmental activities. For that purpose:

a) develops UB and EXB project proposals, as assigned by the Head of Economic and Environmental Unit; independently manages the assigned projects; organizes for monitoring and evaluation; provides substantial, analytical and result-oriented reports on project implementation; co-ordinates activities with counterparts and implementing partners;

b) undertakes project implementation and conducts administrative tasks necessary for smooth project implementation; conducts financial management of projects, including financial monitoring of implementing partners; assists in arranging OSCE and OSCE-participated events, seminars, conferences, roundtables and visits to the area by the OSCE delegations;

c) provides substantial advice on gender mainstreaming in project development and implementation and works actively to integrate gender aspects in projects of the Economic and Environmental Unit.

3. Performs all other duties as required by the supervisors.

Necessary Qualifications

Education:

- University degree in economics, economic politics, trade, business administration, environmental sciences or related fields

Length and type of practical experience:

- At least two years of professional experience in managing projects in the field of economic development and/or environmental security, preferably within or with an international organization, diplomatic mission or development agency;
- Professional knowledge and understanding of the main priorities within the OSCE's mandate in the field of economic development, in particular on small and medium business development, anti-corruption and promoting transparency, and/or environmental security, in particular in the management of energy and water resources; excellent knowledge and understanding of the current situation in these areas in the country;
- Established experience in conducting research and drafting analytical reports on topics relevant to the Economic and Environmental Dimension, demonstrating excellent analytical and drafting skills, using English and Azerbaijani as working languages;
- Experience in liaising with governmental and non-governmental structures at the national level, with a demonstrated ability to maintain impartiality and objectivity.

Language(s) proficiency required:

Excellent written and oral communication skills in English and in the local language. Knowledge of Russian is an asset.

Other:

Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities.

Ability to work with people of different nationalities, religions and cultural backgrounds.

Holding a valid driving license.

Remuneration Package

Social benefits will include possibility of participation in the Vanbreda medical insurance scheme and the OSCE Provident Fund. Currently, the gross salary per month for NP1, Step 1 is EUR 1,979.17.

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.

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.

Baku 2015 European Games



Position: Training Delivery Manager-Security

Function: Security

Location: Baku

Position: Manager

Date Posted: 21 Apr 2014

Closing Date (midnight GMT): 16 Jun 2014

Vacancy Type: Full Time Fixed Term Contract

End Date: 30 Jun 2015

To manage the development of training for Security Workforce on behalf of BEGOC into the Azerbaijan Security Ministries who are responsible for delivering security workforce into venues. Also responsible for enhance the security culture across the security operations in BEGOC corporate offices, through multiple training initiatives.

Position: Protective Security Systems (PSS) and Integration Manager

Function: Venue Security Infrastructure

Location: Baku

Position: Manager

Date Posted: 21 Apr 2014

Closing Date (midnight GMT): 16 Jun 2014

Vacancy Type: Full Time Fixed Term Contract

End Date: 30 Jun 2015

The PSS & Integration Manager is responsible for the daily activities supporting the procurement, delivery and implementation of the Perimeter Security Systems required to support the Games. This is an evolving position and responsibilities may shift over time as BEGOC is a rapidly developing organization.

Position: Technology Business Readiness Specialist

Function: Technology

Location: Baku

Position: Specialist

Date Posted: 14 Apr 2014

Closing Date (midnight GMT): 30 Jun 2014

Vacancy Type: Full Time Fixed Term Contract

End Date: 30 Jun 2015

Deliver business analysis activities for a wide ranging set of projects across the Technology team.

Position: VDI Specialist

Function: Venue Design & Delivery

Location: Baku

Position: Specialist

Date Posted: 14 Apr 2014

Closing Date (midnight GMT): 30 Jun 2014

Vacancy Type: Full Time Fixed Term Contract

End Date: 30 Jun 2015

To support all VDD functions, and to coordinate Venue Visits/Meetings in compliance with the visits/meetings protocols.

Position: Report Designer

Function: Technology

Location: Baku

Position: Specialist

Date Posted: 09 Apr 2014

Closing Date (midnight GMT): 30 Jun 2014

Vacancy Type: Full Time Fixed Term Contract

End Date: 30 Jun 2015

The Report Designer role provides technical and analytical skills to support the business reporting capability. In particular, the Report Designer will define, build, test and maintain reports and statistics on the Games applications in order to ensure customer satisfaction.

Position: Results Specialist

Function: Technology

Location: Baku

Position: Specialist

Date Posted: 09 Apr 2014

Closing Date (midnight GMT): 30 Jun 2014

Vacancy Type: Full Time Fixed Term Contract

End Date: 30 Jun 2015

Support the Senior Manager Results - Timing & Scoring and Results Integration with detailed planning, design and operational activities for venues infrastructure and information systems for a number of sports. After transition to operational mode, the role will be responsible for managing the day to day Results operations on venue.

Position: Enterprise Application Project Specialist

Function: Information Systems

Location: Baku

Position: Specialist

Date Posted: 09 Apr 2014

Closing Date (midnight GMT): 30 Jun 2014

Vacancy Type: Full Time Fixed Term Contract

End Date: 30 Jun 2015

To contribute to the Information Systems projects supporting the team in each project phases.

Position: Project Manager – Audio Visual

Function: Technology

Location: Baku

Position: Manager

Date Posted: 14 Mar 2014

Closing Date (midnight GMT): 30 Jun 2014

Vacancy Type: Full Time Fixed Term Contract

End Date: 30 Jun 2015

To help spectators understand events and to enhance their overall experience, a massive and varied amount of Audio / Video (AV) systems are used extensively by Sports Presentation to showcase the sport including large video screens. The role has ultimate responsibility for all assigned projects and manages customer satisfaction, definition, planning, monitoring, and others aspects of a project.

Position: Event Services Workforce Manager

Function: Event Services

Location: Baku

Position: Manager

Date Posted: 06 Mar 2014

Closing Date (midnight GMT): 14 Jun 2014

Vacancy Type: Full Time Fixed Term Contract

End Date: 30 Jun 2015

The EVS Workforce Manager is responsible for the recruitment, selection, orientation, rostering, and training and overall welfare and engagement of the EVS workforce, which include paid staff, volunteers and contractors. At Games Time, the EVS Workforce Manager will deliver venue specific workforce requirements.

Position: Venue Technology Manager

Function: Technology

Location: Baku

Position: Manager

Date Posted: 04 Mar 2014

Closing Date (midnight GMT): 30 Jun 2014

Vacancy Type: Full Time Fixed Term Contract

End Date: 30 Jun 2015

An experienced Technology Project Manager responsible for the detailed venue specific technology planning, implementation and operations for a single venue.

For more vacancy announcements please visit: <https://joinus.baku2015.com/vacancies/vacancy-search-results.aspx>

INTERNSHIP PROGRAMS

British American Tobacco



Summer Internship (Procurement) **Location: Baku, Azerbaijan**

Executing tactical sourcing projects & transactional procurement activities for **BAT Caucasus** in line with the Company policies.

Principal Accountabilities

- To execute tactical sourcing in line with procurement policy & procedures
- To follow up on status of the orders
- To assist in strategic sourcing and above market activities
- To execute transactional procurement part
- To maintain internal / external (with suppliers) document workflow
- To support the customer (internal & external) relationship and all aspects of procurement related customer service

Knowledge, Skill & Experience

- Strong interpersonal and communication skills
- Proven negotiation and influencing skills
- Strong numerical ability and analytical thinking
- Ability to work independently and lead the projects
- Ability to develop and maintain effective partnership working internally and externally
- Focus on continuous delivery of high results
- Educated to Bachelors degree level or equivalent in a relevant business discipline

- Fluency in English & Russian (both written and oral)
- Experience of sourcing at a local market level
- Advanced Excel & PowerPoint User

In case if you are interested in the vacant role please kindly send through your resume to azcareer@bat.com

ACADEMIC OPPORTUNITIES



Institute for Peace and Dialogue, IPD 2nd International Summer Academy on Peacebuilding & Intercultural Dialogue 17-27 August 2014 Baar, Switzerland

Project Introduction

IPD is very glad to announce its next International Summer Academy in Peace-building & Intercultural Dialogue, which is going to be held in Switzerland 2014. Its image as one of the most favorable places for traveling has made it more interesting to offer an exited and comprehensive program for our participants. Our experts, who are professionals in their fields, will contribute to this event, with many years of experience in peace and conflict studies.

Nowadays unfortunately several frozen or ongoing conflicts between or within states still exist. Conflicts are different and if we look to the world mankind, how they are facing many new challenges, coupled with new dangerous situations, i.e. terrorist acts, non-legal arming of conflict sides, re-determination of borders, establishing new countries in the world map, non-providing territorial integrity, trafficking of arms, drugs and human; disputes on the implementation of transnational energy projects, democratization and false elections, revolution and internal political conflicts, armed guerrilla movements, violation and discrimination by nationalists, world economic crisis, climate change and unsafely biodiversity etc. Unfortunately the list is long. Conflicts are related and an integral part of human beings, as conflicts cause violation of human rights.

Existing conflicts weaken every kind of cooperation between nations and states. Without mutual cooperation and understanding, the future prosperity of the region would remain only as a good dream. Taking into consideration of peaceful behavior and engagements, we can make a decision on the strict belief, that opportunities for solving conflicts are feasible. Because in every conflict situation and tension forms we consequently face the below mentioned common situations:

1. Desperate situation and non-solving problems are not eternal;
2. It is possible to make common decision which both sides;
3. We can find common values, traditions and similar situation among conflict parties;
4. Protracted conflicts on the same time endanger regional development and prosperity;
5. Any mediation and negotiation actions are better than nothing.

Main Goal

The main goal of the summer academy is to support institutional academic peace education and strengthen peace-building skills and intercultural dialogue of the international society.

Methodology

Within the international summer academy we plan to include different workshops, lectures, presentations, interactive group works, brainstorming on conflict places, mediation operations and peace negotiation activities as well as case studies on ongoing-fragile conflicts in the world (depends experts availability).

Participants will acquire knowledge and skills from lecturers/experts who are working on peace building, mediation, negotiation, conflict transformation, intercultural dialogue and non-violence and other correspond fields at the research centers, universities, INGOs and state organs.

In the training, both visual/dynamic methods will be used, such as schedules, tests, surveys, direct interviews, distribution of questionnaires and other methods of observation. Every expert will take 3 days for his lecture and workshops. We will send educational materials and daily programs of the summer academy to the selected participants.

Beside the academic-educational side a huge cultural programme every day after the courses is planned. As an opportunity to learn the international atmosphere better, an international evening will be organized, where a cultural presentation with several traditional foods, meals, drinks, fruit/dry fruit, sweets, national songs, souvenirs, traditional dress etc. of different countries is thought.

Important Dates & Times of Daily Program

- **Arriving & Registration:** 17th of August, 2014 (Hotel registration starts after 12:00am)
- **Opening Ceremony & Program Beginning:** 18th of August, 2014
- **Breakfast Time:** 07:00am - 09:00am
- **Morning Workshops Period:** 09:00am - 12:30am
- **First Break Time:** 10:30 am - 11:00am
- **Lunch Time:** 12:30am - 14:00pm
- **Afternoon Workshops Period:** 14:00pm - 17:00pm
- **Second Break Time:** 15:30pm - 16:00pm
- **Dinner Time:** 19:00pm - 20:30pm
- **Certification of Participants:** 26th of August, 2014
- **Departure of Participants:** 27th of August, 2014 (Hotel departure till the 12:00am)

Summer School Language

The International Summer Academy will be held in English.

Potential Participants

A broad range of interested Participants can apply for the International Summer Academy on Peace building & Intercultural Dialogue; such as representatives of governmental organs, INGOs, IOs, freelance researchers, diplomats, political parties, independent mediators, PhD students, NGO leaders and peace workers/activists who want to develop their academic knowledge and capacities; who have intention to join missions in conflict regions, who work and live in countries with ongoing tensions and who's research areas are mediation, negotiation and peace building.

Depending from city-tours and visit to peace institutions, the daily program can change during the days and we will update you on final changes on time.

Participation & Deadline

There are no age or country limits for the application. Requested documents (see below) for application has to be sent till the **30 June 2014** to fhuseynli@ipdinstitute.ch

Please send your application in **WORD format** with your **CV, Passport Page (Only photo page)** and name the documents as "NAME" "SURNAME" "COUNTRY" "DOCUMENTS NAME"

Payment of Participation Fee

Bank Account
Post finance AG
Account Number: 25-100224-4
IBAN: CH62 0900 0000 2510 0224 4
SWIFT: POFICHBEXXX

NOTE: After evaluation of your application we will send you the conditional invitation to start the payment of the participation fee. Unconditional invitation to the participants we will send by email and by fax to the relevant embassy which you mentioned in your filled application form.

Participation Fee

Participation fee is 1.600 Euro (date of receipt is determining)

What is included in the program fee?

- Accommodation (Double Room)
- Full pension & 2 times coffee-break
- Internet connection

What is not included in the program fee?

International travel and travel related expenses (visa and insurance) is not included in the participation fee. After evaluation of your application we will send you the conditional invitation to start the payment of the participation fee and later after the unconditional letter by email and by fax to the relevant embassy.

For transfer of participation fee:

Bank Account
Post finance AG
Account Number: 25-100224-4
IBAN: CH62 0900 0000 2510 0224 4
SWIFT: POFICHBEXXX

Cancellation

Please note that in case of a participation cancellation after submission till the **15th July 2014** the charge will be **250€** (without bank transfer costs) will be deducted from your participation fee for administrative charges. For cancellations till the **31st of July 2014** the charge will be **400€** (without bank transfer costs) and for cancellations after the **17th of August 2014**, no refund will be possible.

Accommodation

Participants will stay at a double room in the 'Eckstein' Meeting and Education Centre, located in Baar, close to Zurich. You can reach the place directly by train from Zurich main train station.

For more information please visit the webpage of 'Eckstein' Meeting and Education Centre:

Call for experts

We are looking for experts, who are professionals in peace and conflict studies, negotiation mediation, reconciliation and related fields. Interested applicants can send us their application to fhuseynli@ipdinstitute.ch

For more information please visit the <http://www.ipdinstitute.ch/Call-for-Experts/>

Support us

We all know that organizing such kind of international training programs are quite expensive, so to help in this matter, we invite state organs, foundations, think tank Institutes, universities, embassies, companies, business leaders, individual and philanthropies for their contribution and to invest capital to the institutional development of academic peace education. Your donation will give financial help in form of scholarships to motivated participants from the most needed areas of the world to apply their acquired knowledge in peace building in their countries to pave the way for a better future.

Organizer

Institute for Peace and Dialogue (IPD) is an independent, international non-profit and non-religious institute located in Lucerne, Switzerland where it dedicates itself in the promotion of the prevention of conflicts between and within states by strengthening institutional dialogue between civil societies, international peace- and state institutions. To achieve its purpose, IPD can provide its beneficiaries with institutional broad research-survey outputs, publication of educational materials, implementation of academic-scientific programs, carrying out mediation, negotiation, reconciliation initiatives as well as reports.

IPD invites state actors, policymakers, think tank centers, peace builders, researchers, media and interested public actors for the cooperation and implementation of creative-innovative, effective and sustainable initiatives for the sake of empowering constructive intercultural dialogue, global governance, peaceful conflict transformation, active world citizenship, human security and responsible leadership.

Contact Person for any Questions

Fakhrinur Huseynli

Director

Institute for Peace & Dialogue, IPD

Zähringerstrasse 24,

6003 Lucerne, Switzerland

E: fhuseynli@ipdinstitute.ch

www.ipdinstitute.ch



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>

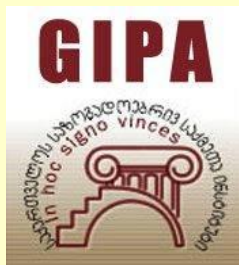
For more information please contact the U.S. Embassy:

Address: 111, Azadlig street, Baku Azerbaijan

Phone: 4883300

Email: bakuEducation@state.gov

Georgian Institute of Public Affairs



GIPA Master's Degree Program in Journalism and Media Management

The U.S. Embassy is pleased to announce that the Georgian Institute of Public Affairs (GIPA) is soliciting applications from Azerbaijani citizens for a master's degree program in journalism and media management offered by the Caucasus School of Journalism and Media Management (CSJMM) and taught by instructors from the United States, European Union member states, Georgia, and Azerbaijan. The program is funded by the U.S. Department of State. The overall goal of the program is to strengthen the media in the emerging democratic societies of the Caucasus.

Five Azerbaijani students will be selected for the program, which will be offered in four semesters from September 2013 to May 2015. The first and fourth semesters of the program will be held in Baku, in cooperation with a local university and other media organizations. Students will study in Georgia from January-December 2014 and return there for the defense of a thesis/ final project in May 2015. While resident at GIPA, students will have access to computer, audio and video equipment, the Internet, and a journalism library. The program will produce a student newspaper, Brosse Street Journal, in print and electronic versions and air reports to Radio GIPA FM.

The program curriculum provides a hands-on, experiential approach to learning the latest techniques of fact-based, professional reporting and writing in both print and broadcast media. Management techniques and key knowledge fields, such as economics and the judiciary, are also stressed. Faculty and curriculum for the CSJMM program are provided in cooperation with IREX Georgia in the framework of the four-year USAID-funded G-MEDIA (Georgian Media Enhance Democracy, Informed Citizenry and Accountability) program and South Carolina University.

Strong English language skills, as demonstrated by a written exam and at an oral interview, are required. The U.S. Embassy in Baku provides tuition support and financial assistance for the duration of studies in Georgia to students who demonstrate financial need. Entrance procedures are as follows: English language testing, essay writing (in English), and an interview (in English) with an Azerbaijani-American selection committee in Baku.

Program Application Form

Deadline for application is June 14, 2013.

Program recruitment presentation will take place on **May 23, 2013 at 18:00**, at the U.S.-Azerbaijan Education Center.

For more information or questions about submitting applications, please contact:

Gulchin Seyidova

Recruitment coordinator

Email: seyidovag@state.gov

or:

Caucasus School of Journalism and Media Management at Georgian Institute of Public Affairs

Address: 2 Brosse Street, Tbilisi, Georgia

Tel/fax: 99532 93-14-66, cell: 99599 50-24-46

E-mail: jschool@gipa.ge

Web: http://www.gipa.ge/csjmm/cert_en.php

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**