



Weekly Newsletter on Career and Academic Opportunities

May 9, 2014

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

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CAREER OPPORTUNITIES

British American Tobacco



Job announcement

Position: 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

Deadline: May 16, 2014.

Germes Engineering



Position: Office Manager

Representative of International Company

Salary: 500-700 AZN (NET)

Key Responsibilities

- Use a range of office software, including email, spreadsheets and databases;
- Manage filing systems;
- Develop and implement new administrative systems, such as record management;
- Recording office expenditure and manage the budget;
- Organize the office layout and maintaining supplies of stationery and equipment;
- Maintain the condition of the office and arrange for necessary repairs;
- Organize and chair meetings with staff - in lower paid roles this may include typing the agenda and taking minutes
- Ensure adequate staff levels to cover for absences and peaks in workload, often by using temping agencies;
- Carry out staff appraisals, manage performance and disciplining staff;
- Delegate work to staff and manage their workload and output;
- Write reports for senior management and deliver presentations;
- Respond to customer enquiries and complaints;
- Review and update health and safety policies and ensure they are observed;
- Arrange regular testing for electrical equipment and safety devices;
- Prepare tender documentation, perform tender administration process
- Compile Tender specifications for suppliers and clients
- Review tender requirements with management
- Review all documentation based on Tender requirements and complete tender package

Requirements:

- Minimum 3 years of Office management experience;

- Bachelor's Degree
- Excellent command of, Azerbaijan, English and Russian languages
- Excellent Knowledge in MS Office Tools (Word and Excel).
- Knowledge in track recording and filing
- Demonstrated ability to handle multiple tasks simultaneously.
- Exceptional organizational skills and ability

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: June 1, 2014

Position: Commercial and Market Intelligence Specialist
Salary: 1200-1600 AZN (NET)

Main tasks and responsibilities:

- Collation, analyzing, preparation and maintenance of commercial (market and business) data and assuring regular reporting
- Maintaining statistics, data and providing analytical support
- Conducting, analyzing and presenting regularly market research and benchmarking (market, price and competitor reports)
- Identifies issues in the market and business data and suggest corrective actions in order to support business decisions
- Run/supports the strategic projects related to market development
- Timely preparation of all specific reports to Commercial Department.

Requirements:

- Degree or professional qualification in Business or Marketing (or extensive relevant experience of same)
- Minimum 1 year relevant work experience
- Excellent written and verbal skills in English and Azerbaijani, Russian is preferable.
- Advanced knowledge on MS Office applications
- Excellent communication, inter-personal and problem solving skills
- Excellent analytical and numerical skill
- Good commercial and financial awareness

Deadline: June 1, 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: Sales Engineer
Salary: 1000-1500 AZN (NET)

Requirements

- University degree, preferably in Economics/Marketing /Engineering

- Sale skills, Communications and presentation skills
- Minimum 3 years experience in related field
- Advanced MS Office user, Fluent Azeri, English and Russian
- Excellent knowledge of Azeri and English
- Use of MS Office applications at a high level
- Good organizational skills
- Teamwork and leadership skills, cooperative and supportive by nature
- Excellent written and verbal communication skills
- Interpersonal skills are essential along with sensible attitude.
- Ability to work within deadlines
- Flexible and quick in responding within short notice period
- Self-motivated and determined
- Ability to work in a high performing work environment

Main Responsibilities:

- Keeps in touch with retailers and distributors on a regular basis
- Monitors retailers and distributors' business performance.
- Follows up contracts with the retailers
- Follows up and get information on retailer credit risk
- Collects and report market intelligence
- Collects feedback on products and service satisfaction level on regular basis.
- Monitors market and acquire new retailers, distributors and customers.
- Mitigates risks diversifying retailers and distributors base.
- Presents to the prospective customers new products and solutions.
- Keeps current and prospective customers informed on Company success and key milestones.
- Keeps in touch with corporate customers on a regular basis.
- Monitors corporate customers' business performance.
- Follows up and get information on customer credit risk
- Follows up contracts with the customers
- Monitors market and acquire new corporate customers.
- Mitigates risks diversifying customer base.
- Attracts new customers
- Presents to the prospective corporate customers new products and solutions.

Deadline: June 1, 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: Electrical Engineer
International Construction Project
Salary: 800-1200 (NET) Depends on the qualifications

The primary responsibility of the Electrical Engineer – Construction is jobs related to surveying of construction sites and design of structures.

The Electrical Engineer – Construction manages the design, construction and maintenance of various electrical systems and components in buildings and structures; ensures compliance with relevant building codes and safety regulations.

Job Description:

Degree in Electrical Engineering

Azeri & English –Professional Level

- Designs, tests, installs, and maintains large-scale electronic equipment or machinery for use in manufacturing or power generation or transmission.
- May use computer-assisted engineering and design software and equipment to perform assignments.
- Applies principles and techniques of electrical engineering to accomplish goals.
- Requires a bachelor's degree in engineering and 2-4 years of experience in the field or in a related area.
- Familiar with standard concepts, practices, and procedures within a particular field.
- Relies on experience and judgment to plan and accomplish goals.
- Performs a variety of tasks.
- Works under general supervision; typically reports to a supervisor or manager.
- A certain degree of creativity and latitude is required.

Organizational Role

The Electrical Engineer – Construction typically serves as member of team leadership and is considered a technical professional within the organization. As such, the Electrical Engineer – Construction provides difficult technical tasks. The organization will depend on this person's implementation experience. The Electrical Engineer – Construction generally is responsible for self-sufficiency. As such, the Electrical Engineer – Construction provides small project responsibility. The organization will depend on this person's technical supervision.

Electrical Engineer – Construction Job Responsibilities

The Electrical Engineer – Construction generally has the following responsibilities:

- Uses various equipment and tools to manage the design, construction and maintenance of various electrical systems and components, including power distribution and telecommunications, in buildings and structures.
- Performs the evaluation and inspection of electrical engineering projects to ensure that standards and requirements are met.
- Prepares, maintains and reviews technical documentation, such as drawings and specifications, for electrical engineering projects.
- Follows applicable building codes and safety regulations in electrical engineering.

Electrical Engineer – Construction Competencies

The complete Electrical Engineer – Construction Manager's Guide includes the 31 key competencies expected of Electrical Engineer – Construction. The report defines each Competency in detail. The report

also explains what level of proficiency Electrical Engineer – Construction should have in that Competency, as well as how important that Competency is to performing the role well. Among the 31 Competencies for Electrical Engineer – Construction is...

Building Code Compliance

You may observe several behaviors in a person that could be strong indicators of his or her capabilities in the Building Code Compliance competency. The Electrical Engineer – Construction is expected to demonstrate Extensive experience in the Building Code Compliance competency. To demonstrate Extensive experience in the Building Code Compliance competency, one should demonstrate knowledge of national and local building regulations

This person should have the ability to comply with regulations on all construction activities.

- Advises on complex or the latest building standards.
- Trains others how to effectively detect building code construction issues, and address them appropriately.
- Consults on the application of building policies in organizational environments.
- Recommends effective solutions for building code violations.
- Interprets building standards to main stakeholders (ex: designers, contractors) and anticipates any issues.
- Monitors the practice of complying with building codes in competing organizations.

Deadline: June 1, 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: Secretary of the Protocol Department Salary: 750-800 AZN (NET)

Requirements:

Female 24-35

- University degree-Business Administration /Finance
- 1-3 years of experience in only in the bank, at the Embassy, Ministry of Foreign Affairs in this position
- Fluent Azeri (native speaker), English(Fluent), Russian (Good)
- Strong inter-personal skills
Team Player
- Good Communication Skills
- Excellent written and verbal communication skills
- Use of MS Office applications at a high level
- Good organizational skills
- Teamwork and leadership skills, cooperative and supportive by nature
- Must have an understanding about office dress code

Responsibility :

- Shall keep the minutes of all meetings
- Archives documents in according of legislation requirements
- Organize treaty-signing ceremonies.

Deadline: June 1, 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: Tender Officer

Salary: 1500-2000 AZN

Main tasks and responsibilities:

- Manage the proposal process for multiple proposals to stay on schedule and present them to the management for review and approval prior to final publishing.
- Coordinates and communicates proposal document delivery and costing requirements to the key support functions to meet proposal due dates while raising, tracking and documenting issues.
- Ensures all relevant documentation for bid proposals is complete and accurate.
- Ensure all technical, commercial and contractual correspondence with Suppliers/Vendors are efficiently addressed and closed out.
- Prepares reports for the management such as summary schedules, proposal overviews, competitive overviews and cost/price summaries, evaluation reports, annual plans.
- Responsible for internal and external interfaces during tender execution
- Extra tasks as per Line Manager request in case of company need

Requirements:

- Bachelor's Degree in Business, Engineering or related discipline
- Good understanding of Tender / Project Management Process
- Experience in Production support, scheduling, engineering or projects.
- 3-4 years of relevant working experience in Tender / Project Management
- Excellent communication and negotiation skills in both written and spoken (English & Azeri), Russian is optional.
- PC skills including spreadsheet, presentations, word processing, relational database, project management scheduling software and SAP or similar mainframe experience.

Deadline: June 1, 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: Bayer

Salary: 800 -1200 AZN (NET)

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.
- Working with Tender documentation

Requirement:

Female

Age: 24-35

- Degree in Finance or MBA/Engineering
- 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.

Deadline: June 1, 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: Commercial Department Assistant

Salary: 600 AZN (Net)+Food allowance +medical insurance

Requirements

- College, Secretarial courses
- Minimum 3 years experience in related field
- Knowledge of Azeri, Russian and English
- Use of MS Office applications at a high level
- Good organizational skills
- Teamwork and cooperative and supportive by nature
- Excellent written and verbal communication skills
- Interpersonal skills are essential along with sensible attitude
- Ability to work within deadlines
- Flexible and quick in responding within short notice period
- Self-motivated and determined
- Ability to work in a high performing work environment

Main Responsibilities:

- Welcomes visitors and guests of the company, helps them and directs
- Receives all phone calls in the appropriate manner, directs and records as required
- Clerical work, organizing and storing documents and data sent through computer
- Entry of contracts, agreements and other transactions, as well as other legal documents into an electronic database, and storage of these documents
- Registration of incoming letters, delivery of the copies to corresponding personnel
- Registration of all official outgoing letters and sending them to the appropriate addresses
- Fax sending
- Registration of contracts and transfer to the related employees of the company
- Regularly monitor the printer, scanner, fax and other office equipment
- Serve the participants and set the tea table at the meetings, seminars, presentations and other events

Deadline: June 1, 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: AutoCad Engineer (Construction Project)
Salary: 1000-1200 AZN (NET) (Depends of Candidate)

Male: 30-45

Skills

Degree in Engineering (Construction/Mechanical)
English (fluent) /Azeri/Russian Professional Level
Auto CAD Professional user

Personal skills:

- Leadership Skills
- Time Management Skills
- Management Skills
- Excellent Communication Skills
- High level business Ethics
- Ability to manage a large project
- Written and oral communication skills is required and can work with minimum supervision and work under pressure.
- Manual and computer drawing talents is necessary and conceptualize skills required
- Knowledge in preparation of detailed drawings using latest version (CAD software) and standard system of Auto CAD
- Has good design mindset with a strong technical construction details knowledge base
- Computer Skills MS Office
- Planning & Organizing/Target Oriented

Job Description

- This position is responsible for preliminary and final drawings of civil, architectural and mechanical

projects.

- Responsible for creating drawings and specifications based on equations, calculations and written instructions provided by engineers to a specific project.
- It entails fine-tuning and revising plans to meet Client/Project requirements.

Deadline: June 1, 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: Junior Logistics specialist
Salary: 500-700 AZN (NET)

Requirements:

- Higher Degree
- Female/Male 22-30
- English, Azeri, Russian – Professional Level
- Experience 1-2 years
- Inco terms

Working knowledge of International customs and regulations

- Experience managing improvement initiatives; Lean experience preferred
- International experience preferred
- International Medical Device logistics preferred
- CPM and/or APICS certification preferred
- Knowledge of Microsoft Office applications required
- Excellent interpersonal, negotiation, and customer service skills
- Strong written, verbal, and presentational communication skills

Personal Skills:

- accuracy,
- punctuality,
- stress resistance,
- ability to work with clients

Job Description:

- Manage daily shipper and carrier coordination
- Accurately and timely track freight in transit to ensure on-time delivery
- Negotiate profitable rates with shippers and carriers
- Work effective as part of a team

Logistics Management – 100%

- a. Develop processes and/or process improvements related to logistics management for all shipments, both incoming and outgoing, domestic and international
- b. Make recommendations for vendor negotiations and complete negotiations as appropriate, ensuring terms and conditions provide adequate protection for shipping interests
- c. Analyze shipping trends to identify opportunities for cost savings and program improvements
- d. Provide support and expertise to the business units on logistics best practices
- e. Work with vendors and providers to integrate processes and thereby drive efficiencies and cost reduction
- f. Develop improvements for tracking information and ensuring visibility

Reporting & Auditing

- a. Develop and distribute monthly freight reports
- b. Audit freight charges and ensure compliance by vendors and internal stakeholders
- c. Meet with internal customers to identify opportunities and/or issues
- d. Partner with Finance to drive increased accountability

Deadline: June 1, 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.

ADA University



Position: Research Assistant in Renewable Energy and Environment Caspian Center for Energy and Environment (CCEE)

Responsibilities

- Present facts and figures about the geothermal infrastructure in an informed manner;
- Place this presentation within the context of ADA's green initiatives and similar things happening in Azerbaijan and the world;
- Know and present ADA for prospective applicants to our programs in an attractive manner;
- Be able to contribute to the research agenda of the energy center in written form and otherwise.

Requirements

- University degree is required;
- Knowledge about environment, renewable energy issues and ecology;
- At least 2 years experience in the related field;
- Excellent writing skills, including the ability to summarize complex information clearly;
- Excellent knowledge of English, Azeri and Russian languages;
- Excellent communication skills;
- Ability to work under pressure.

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 **May 23, 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.

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 excited 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



EducationUSA



EducationUSA Alumni Fair

Dear members,

**This announcement is ONLY for US alumni, PCVs or Americans living and working in Baku/Azerbaijan. If you are the one, then read the announcement below:
EducationUSA Alumni Fair, 17 May 2014**

Dear alumni,

EducationUSA is pleased to invite you to present your US alma mater during the EducationUSA Alumni Fair. The fair will take place on **17 May, 2014** (Saturday) from **3:00 PM to 7:00 PM** at the US-Azerbaijan Education Center in Baku.

Interested alumni volunteers are kindly asked to sign up by completing the online survey in the below link:
<https://www.surveymonkey.com/s/BakuAlumni2014>

We really appreciate your effort!

World Assembly of Youth



14th Melaka International Youth Dialogue, Youth and Education: Taking Action, Getting Results

Background

The Melaka International Youth Dialogue (MIYD) is an annual programme of the World Assembly of Youth (WAY) which brings together young people, youth leaders and relevant stakeholders from around the world to discuss pertinent youth issues. Since 2001, the MIYD has convened on a wide range of tropical issues. The MIYD has witnessed an escalating number of youth participants over the years willing to participate in the decision making process. With the view of building a stronger partnership between the youth and the society, the MIYD produces a declaration which serves as a guideline for youth to address the selected issues.

Introduction

Fundamentally, Education involves the learning of skills, knowledge and transfer of habits between generations through teaching, training or research. Incidentally, the 1990 background document for the World Conference on Education for All, defined education as “the provision of learning opportunities in a purposeful and organized manner through various means including, but not limited to, schools and other educational institutions”. As per the Article 13 of the United Nations 1966 International Covenant on Economic, Social and Cultural, everyone has the right to education, and this right has also been recognized by a significant number of governments.

Furthermore, in 1990, Jomtien, Thailand, over 155 countries adopted the World Declaration on Education for All “which reaffirmed the notion of education as a fundamental human right and urged countries to intensify efforts to address the basic learning needs of all”. A framework for Action to meet the basic learning needs identified six key areas/goal that were to be met by 2000.

A review of the 1990 conference was done in Dakar under the World Education Forum, 2000. Despite not having attained the initial goals set, 164 governments pledged to achieve Education for All (EFA) and identified six other goals to be met by 2015. These included the following:

- Goal 1: Expand early childhood care and education;
- Goal 2: Provide free and compulsory primary education for all;
- Goal 3: Promote learning and life skills for young people and adults;
- Goal 4: Increase adult literacy by 50 per cent;
- Goal 5: Achieve gender parity by 2005, gender equality by 2015; and
- Goal 6: Improve the quality of education.

In order to achieve the above mentioned goals, the Governments, development agencies, civil society and private sector will have to work towards attaining the set targets. A review by the United Nations in 2013, identified that significant gains had been made, but there still lies a great deal of work that needs to be done in order to attain the set goals of Educational for All by 2015.

It therefore goes without say that the prudent approach would be to chart a course for 2015 and beyond, and identify what needs to be done. With concerted effort from the governments; private sector; international, regional and national non-governmental organisations; and other relevant stakeholders, development of policies and strategies for the Post 2015 Development Agenda should be the target.

14TH MIYD Theme

Henceforth, we have made it a point to focus on ‘**Youth and Education: Taking Action, Getting Results**’ as our theme for this year. This theme has been realized to fulfil the principal opinions and roles of young people towards the Post 2015 Development Agenda on education. An interactive dialogue on this topic will be of significance to form, educate, increase awareness on the challenges and entitlements of youth in the different levels of society that they represent.

Therefore, with the above anticipated theme, all participants present, such as: the young people, youth leaders, public and private sector officers, and NGO representatives will gather to call for action and structure experience on the issue of education and chart a course towards the Post 2015 development Agenda. The outcome document will also enhance youth contribution towards a better and sustainable future.

Objectives of 14TH MIYD

During the dialogue all participants will gather to address and call for action on the following objectives:

- i. To raise an informative generation on the current situation of youth and education with anticipated behaviour adaptation and consequently admission to decision making amongst youth;
- ii. To foster youth action towards implementation of ideas brought forward by the young people for the benefit of the societies;
- iii. To address the challenges and determinants of education faced by youth today;
- iv. To promote equality of opportunities and facilities between young men and women;
- v. To formulate the environmental, political, economic and cultural factors that are associated with education;
- vi. To ascertain the obligations of society to respect, protect and fulfil the right to quality education among the young people;
- vii. To classify the role and the contribution of the national youth councils and other stakeholders towards improving and sustaining resourceful youth educational policies;
- viii. To form and advance the national, regional and international policies governing youth and education for the present and future;
- ix. To integrate networking, collaboration and cooperation between public and private sectors, civil societies and other stakeholders to address the issue of youth and education;

Organisers

The MIYD is organized by the World Assembly of Youth (WAY) in collaboration with the Melaka State Government, Asian Youth Council, Malaysian Youth Council and Ministry of Youth and Sports (Malaysia).

Participants

Expected participants should be between the ages 18 and 35, gender balanced groups representing the respective National Youth Councils, Youth Organizations, Ministries of Youth, Ministries of Education, Education related organizations, International Organizations and other establishments. The total number of participants in this programme shall be 200 from at least 80 different countries.

Registration

All willing participants must fill in the enclosed application form, which is also available in our website and submit the filled form to the organizing committee via the email miyd@way.org.my. **Deadline for submission of application is set for Saturday, 17th May 2014.** The admission of each application will be determined within 3 working days from the submission.

Programme Outline

The Dialogue will commence on Monday 23rd June 2014 until Wednesday 25th June 2014. The participants are expected to arrive on Sunday 22nd June 2014 and depart on Thursday 26th June 2014.

The Dialogue agenda comprises of the following components:

- A. Plenary sessions compose of introductory speeches and papers, regional views today, and personal views of youth based on the mentioned theme;
- B. Workshops are brainstorming sessions for participants. In this session, emphasis is made that there is no debate, no criticism, and no cross talk. Instead we call for suggestions and note them, all of them, and later prioritize the list of suggestions to come up with a long term based declaration. The "brainstorm" is very structured and focused and the participants must learn and practice the ground rules;
- C. Business meetings and networking working dinners;
- D. Field trips and / or cultural tours.

Registration Fees

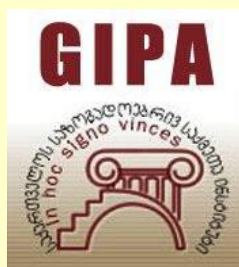
The MIYD participation fee of US\$150 (Malaysian RM 450) inclusive of registration fee, accommodation, food and local transportation shall be levied on all participants. Accommodation shall be based on twin sharing basis. The Dialogue organizers will not provide accommodation, meals or transportation before or after the mentioned dates. For any other preferences there shall be an additional fee therefore, kindly contact the Organizing Committee.

For bank transfer, kindly remit the fee in advance to our bank account as follows and provide proof of payment of transfer;

Payments by cash, kindly indicate on the application form for official acceptance on arrival. For other modes of payment kindly contact the Organizing Committee.

For more information please see: [MIYD 14 - Concept note](#), [MIYD 14 - Participant Registration Form](#)

Georgian Institute of Public Affairs



GIPA Master's in Journalism Program

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 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 2014 to May 2016. 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 2015 and return there for the defense of a thesis/ final project in May 2016. 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 School will be 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 the University of South Carolina.

All applicants should have a University degree. 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. The U.S. Embassy also may provide financial assistance to students from Azerbaijani regions who need it during their study in Baku.

Entrance procedures are

English language testing, essay writing (in English) and an interview (in English-language) with an Azerbaijani-American admissions committee in Baku.

Application Form

Deadline for application: May 31, 2014.

For more information and for submitting applications, contact:

Mehdi Huseynguliyev, recruitment coordinator, at huseynguliyevmm@state.gov or by phone: 488 33 00.

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

YARAT Contemporary Art Space



Workshop by Teymur Daimi

Yarat Contemporary Art Space, 1 - 30 June 2014

In the beginning was the word. Enigma, power and energy of creating word

Period:

1 June – 30 June 2014

(4 weeks / 3 times per week)

Course Leader: Teymur Daimi

He is a multimedia artist, filmmaker, philosopher (PH.D), art & film critic, theorist of culture, art-consultant, art teacher, publicist and poet. His professional interest lies in interdisciplinary activity comprehending visual arts, filmmaking, experimental cinema, theory of perception, art writing, pedagogical practice, neurophysiology, psycho-technologies, anthropological practices.

Course Description:

This course is meant to introduce students to various analytical techniques, help them develop further their writing skills and as a result to prepare them to professional work with critical and analytic text dealing with contemporary art and culture.

Course consists of two basic parts:

Theoretical part – a) introduces students to the art history, particularly with history of contemporary art, b) helps student to learn to apply some of the core principles of creative writing and critical analysis; Practical part, including constant work of students on their own writings. By the end of the course each student should be able to write independent analytic text.

Also, during the workshop students will attend different art related locations– museums, galleries, artist's studios etc.

Target Group:

Students or young professionals in humanitarian field with keen interest interested in magic of WORD, philosophy of ART and culture and dream to learn profession of cultural annalist, art publicist or to make their intellectual activity more efficient. Good writing skills are an asset.

Schedule:

Course will be held in June, for 4 weeks. Duration of each lesson – 3-5 hours (variable). First 3 weeks will be dedicated to theoretical-practical work to learn the profession of the analyst, and the last week will be fully dedicated to independent work: students will focus on writing ultimate analytic text while being in daily communication with course leader.

Outcome:

Publication of the works that students authored as a collection of articles, dedicated to contemporary art, or publication in electronic press. The best and successful writings of students will be suggested for publication in most prestigious magazines.

Registration:

Date for registration: **May 5, 2014**

Deadline: **20 May, 2014**

Please fill application form (AZE, ENG or RU) and submit a motivation letter (min 200 words)

Email: info@yarat.az

Contact phone: 012 5051414

Only the short-listed candidates will be notified.

Application forms in (AZE, ENG, RUS) you can find here: <http://www.yarat.az/education/48/>

British Council Azerbaijan



British Council Azerbaijan announces open Researcher Links Workshops Call

You are invited to the information session on workshop grants for 2014 that will take place on **13 May at 18:30** at Four Seasons Hotel. All early career researchers and academic institutions representatives interested in this programme are welcome to attend. This session is organized by British Council Azerbaijan.

Please, send your RSVPs to Programmes officer Konul Ahmadova if you decide to attend:
Konul.Ahmadova@britishcouncil.az

The British Council has re-opened the call for workshop proposals under the Researcher Links initiative. We are inviting Leading Researchers to propose themes for bilateral workshops to be held in one of the 18 partner countries, which will bring together early-career researchers to discuss their research and start to build international relationships. Successful workshops will receive funding, and the applicants (Leading Researchers) will, with the exception of certain countries, be responsible for organizing the workshop. Some countries have priority areas, and only themes within these will be considered.

Leading Researchers are eligible to apply. Applications must be made on a bilateral basis between institutions in the UK and a partner country and must be led by two Leading Researchers; there is no restriction on nationality, however one of the applicants must be UK-based, and the second must be based in one of the partner countries identified above.

The participants of the workshops must be early-career researchers, as defined below, and must also be based in either the UK or one of the partner countries.

The term 'early career researcher' refers to researchers at the beginning of their research careers. We would expect early career researchers to have been awarded their PhD not more than 10 years prior to applying for to participate in a workshop, but allowances can be made for career breaks or other extenuating circumstances. If a researcher does not hold a PhD, but has research experience equivalent to a PhD holder and works in a field where a PhD is not a pre-requisite for established research activity, they will still be considered eligible.

How can I apply?

Before applying please download and read the [guidelines document](#). Once ready you can [apply here](#).

If you have any questions or issues with the online application, please contact ukresearcherlinks@britishcouncil.org