



UNITED NATIONS OFFICE IN AZERBAIJAN
BİRLƏŞMİŞ MİLLƏTLƏR TƏŞKİLATININ AZƏRBAYCANDAKI NÜMAYƏNDƏLİYİ

3, UN 50th Anniversary str., Baku, Azerbaijan, AZ 1001
Tel: (+99412) 498 98 88 Fax: (+99412) 492 24 91 E-mail: office@un-az.org www.un-az.org

Vacancy Announcement

Position/Title: Project Assistant

Office/Project: AD/RAC/I29 - "Effective HIV/AIDS prevention and care among vulnerable populations in Central Asia and Azerbaijan" , UNODC

Entry Date 29 April, 2008

Duration one year (with possible extension)

Duty Station Baku, Azerbaijan

Duties and Responsibilities: See attached ToR

Qualifications: See attached ToR

Application Deadline: 27 May 2008

Terms of Application Applicants should submit their signed Personal History Forms (P11) (in English) to the following e-mail address:

unodc@vacancies.un-az.org

TERMS OF REFERENCE

PROJECT TITLE AND NUMBER:	AD/RAC/I29 - “Effective HIV/AIDS prevention and care among vulnerable populations in Central Asia”
TITLE OF THE POST:	Project Assistant
DUTY STATION:	Baku, Azerbaijan
DURATION:	one year (with possible extension)
SUPERVISOR:	National Project Officer of AD/RAC/I29 project

Duties and responsibilities:

Under the overall supervision of National Project Officer for Azerbaijan and administrative guidance of the International Project Coordinator the incumbent:

- Contributes to the preparation of the project annual workplans, status and progress reports by providing information, preparing tables and drafting selected sections of it. Prepares background material for use in discussions and briefing sessions;
- Provide assistance on financial, logistical and administrative matters to the regional projects; particularly in payments issues in the Field Office Management Ledger and work in ProFi;
- Obtain necessary information and documents on financial records or projects expenditures; provide all requested financial and administrative documentation to ROCA as required by procedures rules;
- Liaise with ROCA financial and operational unit as and when required in administrative/financial/personnel matters;
- Monitors project/programme activities by reviewing a variety of records, including annual workplans, progress reports, project inputs, budgets and financial expenditures;
- Collects, registers and maintains information on project activities by reviewing reports and through first-hand sources;
- Arranges for the recording and administrative processing of various requests for assistance within the project activities and other relevant areas;
- Assists in the identification and formulation of new projects and participates in the preparation of draft project documents;
- Assists in reviewing, analyzing and revising the budget; drafting annual budget proposals for the project. Reviews expenditure reports, prepares briefing notes and other information materials on project expenditures;
- Provides administrative and logistical support in organization of various events including meetings, workshops, training seminars, missions, etc;
- Provides support to NPO for Azerbaijan and RAC/I29 staff working in other project countries in preparing sub-contracts, travels, procurement of goods and services in coordination with the ROCA administrative section;
- Drafts non-substantive correspondence and ensure follow-up; undertakes searches for information, selects relevant information and drafts abstracts for further perusal; clears correspondence for conformity with the established procedures and accuracy of statements;
- Maintains filing and record keeping of all relevant documents of the project;
 - Performs other related duties as required.

Qualification requirements:

Higher education, preferably in financial area, 2-3 years of progressively responsible financial or administrative work, of which at least 2 years were closely related to support of programme/project activities. Fluency in Azerbaijani, English and Russian. Good computer skills (Word, Excel, Power Point).