

Vacancy Announcement

Position/Title:	Registry/Administrative Clerk
Office/Project:	UNDP Office
Entry Date	As soon as possible
Duration	One year with possible extension
Duty Station	Baku, Azerbaijan
Duties and Responsibilities:	<ul style="list-style-type: none">• Maintenance of the registry system• Effective mail management• Provision of administrative and logistical support
Qualifications:	<p>For full details please see the attached TOR</p> <ul style="list-style-type: none">• Secondary education• 2 to 3 years of relevant administrative experience.• Experience in the usage of computers and office software packages (MS Word, Excel, etc.).• Experience in handling of web-based management systems• Fluency in Azerbaijani, English, Russian
Application Deadline:	October 23, 2008
Terms of Application	Personal History Forms (P11) should be sent only by email to: registry_admin@vacancies.un-az.org
Contact Information:	Mr. İlham İsmailov, Personnel Associate Tel: 498 98 88 (142)

Note: UNDP is an equal opportunity employer