

Vacancy Announcement

Position/Title:	Communications Associate
Level:	ICS - 6
Office/Project:	UNDP Country Office
Entry Date	As soon as possible
Duration	1 year (with the possibility of extension)
Duty Station	Baku, Azerbaijan
Duties and Responsibilities:	See the attached TOR (www.un-az.org/undp/vac/2010/Communications_Associate.pdf)
Qualifications:	<ul style="list-style-type: none"> • Secondary education. University degree desirable, but it is not a requirement • 6 years of relevant experience at the national level in providing communication packages to promote the activities of international development organization. • Experience in the usage of computers and office software packages (MS Word, Excel, etc.). Experience in handling of web-based management systems. • Experience in interpretation (English/Azerbaijani) • Fluency in English and Azerbaijani, knowledge of Russian is an asset.
Remuneration:	Level ICS-6 carries a net salary per year US\$ 20, 292 plus social security package
Application Deadline:	11 February 2010
Terms of Application	<p>Applicants should send filled out Personal History Form (www.un-az.org/undp/vac/2009/P11_UNDP_new.doc) to the following e-mail address only: cv@un-az.org</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> • <i>Please mention the name of vacancy in the mail subject</i> • <i>Only those persons who have submitted a completed and updated Personal History form will be taken into consideration for further review. No CV is acceptable</i> • <i>Only short-listed candidates will be contacted</i> • <i>UNDP is an equal opportunity employer</i>
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