



Twinning Project: “Increasing Road Safety in Azerbaijan”

Twinning Reference Number AZ 19 ENI TR 01 22

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is seeking to recruit:

Full-time Assistant to the RTA (Resident Twinning Advisor)

The Overall Objective of the Project is to contribute to the reduction of road crashes, especially ones resulting in death or severe health injuries and socio-economic damage. The Specific Objective of the Project is to improve legal and institutional capacities and staff competences of lead and participating public agencies and other stakeholders to better manage, coordinate and address traffic safety issues in Azerbaijan.

Duration: 22 months (indicative date: from 1 of December 2022 until 4 of October 2024).

Position is based in the Ministry of Digital Development and Transport in Azerbaijan, Zarifa Aliyeva Avenue 77, Baku, AZ1 AZ1000 Azerbaijan / for some time can be based remotely – Home Office

Starting date (indicative): 1 of December 2022.

Candidates shall not have been in any contractual relation with the Beneficiary Country (Azerbaijan) public sector during at least the 6 months.

Full-time Assistant to the RTA (Resident Twinning Adviser)

- Excellent command of spoken and written English (C1 or C2 level) and Azerbaijani language – mother tongue.
- University degree.
- Previous experience in office management.
- Excellent organizational and analytical skills.
- Ability to establish and maintain effective working relations.
- Advanced usage of computer and office software packages (MS Word, Excel, Power point, MS Teams, Skype etc.).
- Knowledge of relevant governmental policies, laws, external assistance and operational structures affecting the regional development and infrastructural sector in Azerbaijan.
- Previous experience in social media management.
- Knowledge on public administration and especially being familiar with the Digital Development and Transport in Azerbaijan.
- Ability to work under pressure and be able to prioritize.

Additional qualifications which would be considered as an advantage:

- Previous working experience in twinning projects or other EU funded projects.
- Basic knowledge of Polish can be an asset.

Job description:

- Acting as an Assistant to the RTA (in all activities of the Project).
- Assisting to the RTA in organization of experts' missions, trainings, seminars, workshops, steering committee meetings, and other project events also in any online project's activities.
- Arrangements of travel, booking accommodation and organization of study visits.
- Drafting/translating of written materials in English and Azerbaijani.
- Overall management of the office administration, including filling, organizing trainings, expert missions, local travels, general desk office work etc.
- Maintenance and reconciliation of project's basic budget accounting records (project journal, mission certificates, financial reports), archiving of financial documentation (invoices, etc.).
- Procurement and management of office supplies based on the RTA request.
- Organization of meetings in cooperation with partners of the Beneficiary Country and Member State Countries, preparing meeting agenda and taking minutes.
- Developing and maintaining close working contacts and relationships with Beneficiary Country and Member State Countries officials involved in each of the activities and the project management.
- Acting as a translator and interpreter when needed also during missions.
- Verifying accuracy and consistency of presentations and translations of technical material into Azerbaijani and English.
- Drafting and editing minutes of meetings, assisting to the RTA in drafting and editing monthly, quarterly and final project reports and any other relevant documents.
- Office management, monitoring telephone and general correspondence

Interested candidates are requested to submit their CV and a letter of application in English via e-mail to the following address: ejaszczuk@cupt.gov.pl and twinning-az@cupt.gov.pl by 26 October, 2022, 12:00 Azerbaijan time.

Only shortlisted candidates will be invited to attend an interview.

Selected candidates will sign a contract with the Centre for EU Transport Projects (Poland) and shall provide a tax certificate which proves that he/she pays taxes on the remuneration. The above-mentioned Twinning project is funded by the European Union and will be implemented by the Centre for EU Transport Projects in cooperation with the Ministry of Digital Development and Transport in Azerbaijan.

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