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| **I.Position Information** |
| Job Code Title: Field Project Administrative Specialist in Ganja, Jalilabad and ShekiEmployment status: Part-timeProject title: VET for the future: Development of VET providers’ excellence in Azerbaijan Position Number: 00161545 Department: 53804Reports to: Project ManagerReports: N/A | Grade level: SB1/2 Duty Station: JalilabadFamily Duty Station as of Date of Issuance: YesDuration and Type of Assignment: 12 months’ service contract with possibility for extension subject to satisfactory performance and project duration**Deadline: 30 November 2020** |

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| II. Organizational Context |
| The Government of Azerbaijan has recognized the importance of developing the VET system in the “Strategic Roadmap for Vocational Education and Training (VET),” “Strategic Roadmap on SME development” (approved in 2016) and many other government programmes. The general objective of these policy documents is to reform Azerbaijan’s VET system and lead to better results through improvements in infrastructure, educational content, professional capacity, recognition of prior learning, internal quality assurance and social partnerships (including public-private partnerships).The project “VET for the future development of VET providers’ excellence in Azerbaijan” is intended to support the modernization of VET institutions in Azerbaijan to deliver competence-based training in order to increase the attractiveness and labour market relevance of VET. Project activities will be piloted in seven VET schools/centers (four in Baku and three in the regions - Ganja, Jalilabad and Sheki). The selected regions are a top priority for the Ministry of Education and have been selected based on factors such as labor market relevance, priority sectors for country development, private sector interest and the existence of required infrastructure. The project’s main target groups will be youth, adults, internally displaced persons, professional, administrative and management staff of the center and unemployed men and women. The project is also expected to increase public awareness, change occupational stereotypes, improve inclusivity and support for people with disabilities and attract more women to VET. The best practices derived through this project in the targeted locations with be later further replicated in other regions. |

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| III. Duties and Responsibilities |
| Under the guidance and direct supervision of UNDP Project Manager, the Field Project Administrative Clerk  will perform the following key functions:* Assist in coordination of project activities with target VET centres and support the implementation of activities in Ganja.
* Be in charge of  administrative and logistics management such as: Organization of meetings, trainings and events in the region
* To prepare training reports and field progress reports
* Facilitate and support the Project staff  as well as to act as a main liaison point in the region
* Be in charge of the monitoring issues in the region.
* Be in charge of internal and external communication in the region.
* Contribute to the monthly activities report.
* Maintain regular contact with local working partners I.e., private sector, local government authorities and others.
* To support field experts and to guide international and local experts.
* Undertake other relevant matters assigned by the PM.
* Manage the daily project activities upon request.
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| **IV. COMPETENCIES** |
| **Core Competencies:****Innovation-**Level 2: Execute & Learn (Perform defined tasks)*Ability to make new and useful ideas work***Leadership-**Level 2: Execute & Learn (Perform defined tasks)*Ability to persuade others to follow***People Management-**Level 2: Execute & Learn (Perform defined tasks)*Ability to improve performance and satisfaction***Communication-**Level 2: Execute & Learn (Perform defined tasks)*Ability to listen, adapt, persuade and transform***Delivery-**Level 2: Execute & Learn (Perform defined tasks)*Ability to get things done***Functional Competencies:****Knowledge Sharing  and Learning:*** Shares knowledge and experience;
* Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

**Working in team*** Ability to work in teams and across units effectively and shows conflict resolution skills

**Self-management/Emotional Intelligence*** Stays calm and maintains composure under stress or during a crisis, keeping disruptive emotions under control
* Adapts flexibly to changing situations, overcomes obstacles and recovers quickly from set-backs
* Tolerates conditions of stress, uncertainty or ambiguity and continues to maintain a positive outlook and to work productively
* Is realistic about own limits using support mechanisms as needed and maintaining an appropriate work-life balance
* Senses the emotions of others, understanding their perspective, taking an active interest in their concerns
* Fosters a positive outlook and maintains focus during period of stress and heavy work load, inspiring and guiding others towards goal achievement
* Creates a climate of enthusiasm and flexibility, where people feel encouraged to give their best
* Stands up to group pressure, not giving in out of a desire to please or to avoid confrontation and conflict

**Promoting Organizational Learning and Knowledge Sharing - Developing tools and mechanisms*** Makes the case for innovative ideas documenting successes and building them into the design of new approaches;
* Identifies new approaches and strategies that promote the use of tools and mechanisms

**Job Knowledge/Technical Expertise*** Understands more advanced aspects of primary area of specialization as well as the fundamental concepts of related disciplines;
* Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself professionally;
* Demonstrates comprehensive knowledge of information technology and applies it in work assignments;
* Demonstrates comprehensive understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work assignments;
* Have effective interpersonal and negotiations skills and ability to coordinate complex, multi-stakeholder projects and be able to think in a strategic manner on complex and difficult projects.
* Strong drafting, presentation and reporting skills;
* Excellent written communication skills.

**Client Orientation*** Anticipates client needs;
* Works towards creating an enabling environment for a smooth relationship between the clients and service provider;
* Demonstrates understanding of client’s perspective
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| **V. Recruitment Qualifications** |
| Education: |  Bachelor’s degree in Economy, Education, Business Administration or other social sociences  |
| Experience: | At least 2 years administrative experience in public or private sector at national and/or international levelExperience with UN and other international organizations would be asset |
| Language requirements: | Fluency in both oral and written English and Azerbaijani is required. |
| How to apply: | Please follow the below link for apply for this position:<https://www.az.undp.org/content/azerbaijan/en/home/jobs.html>  |