JOB DESCRIPTION

Position title	**Head of International and Internal Affairs Division**
Volume of employment and working time	• Full time employment; • Working time in accordance with the Employment Contract, Internal Rules of the PS and orders/instructions of the PS SG. • In the absence of the Head of International and Internal Affairs Division his (her) duties shall be entrusted to the Head of Policy Development and Monitoring Division or the person assigned by the SG in the established order
Salary size	• According to the Employment Contract.
Main working relationship	• Reports to the SG • Establishes working relationship with the PS Experts, the Head of Policy Development and Monitoring Division, and other staff members of the PS IGC TRACECA; • Establishes working relationship with TRACECA National Secretariats in the MLA Parties and competent government authorities of the MLA Parties; • Establishes working relationship with representatives of partnership international/intergovernmental organizations, legal and physical entities related to TRACECA, other structures in accordance with the instructions of the Secretary General; • Establishes working relationship with government structures, including the Ministry of Foreign Affairs of the depositary country, as well as the Ministries of Foreign Affairs of the MLA Parties and diplomatic missions of foreign states to the Republic of Azerbaijan; • Establishes cooperation with the representatives of the mass media of TRACECA countries and, if necessary, of the third countries.
Objective of position	• Promoting interaction with international organizations and internal activities of the PS; • Arranging the IGC and PS meetings, as well as Working Groups (organizational and technical matters of holding these meetings); • Providing control of carrying out job responsibilities by: Administrative Specialist, Linguistics Specialist; IT Specialist; Secretary/Translator and Driver; • Promoting and further assisting in raising awareness of the activities of the TRACECA structures in the MLA Parties; • Promoting communication and participation of the SG in the official bilateral/multilateral visits and meetings.
Main duties and tasks of the position	• Organizing the PS/IGC meetings and Working Groups, established within the framework of the MLA with provision of administrative and technical support; • Control of forwarding final documents of the PS and IGC; • Initiating, monitoring and carrying out the activity related to the development and implementation of joint projects and programmes, serving the MLA tasks and objectives, together with international organizations, structures and partnership organizations; • Maintaining dialogue and negotiation process with international organizations and third countries, guided by the MLA objectives and TRACECA policy documents; participation in international and regional events related to transport matters in order to promote the MLA objectives; • Maintaining dialogue with the European Union institutions and structures and promoting the TRACECA initiatives with a view of implementing technical assistance projects; • Interaction with international organizations with which memorandums of understanding / cooperation have been concluded and development of cooperation to achieve the MLA objectives; • Control over the PS IGC budget management, including preparation of the draft annual budget, ensuring the implementation of the adopted budget and drawing up a report on the implementation of the budget after the end of the

	financial year; • Control over the formation, maintenance, making amendments, additions and storage of the database of accounting information, cash accounting, bookkeeping and reporting on cash flows and financial reports on business trips of the PS employees; • Monitoring and tracking the timeliness of payment of all PS expenses; • Control over the compilation of salary calculations, the calculation and transfer of taxes and fees, insurance contributions to state social funds, salaries of the National Secretaries and PS staff, transfers of office expenses to the National Secretariats in the MLA Parties, other payments and disbursements, as well as the deduction of funds for material incentives; • Control over the correctness of reflection on the accounts of the transactions related to the movement of fixed assets, inventories and cash; • Control over the development of a working chart of accounts, a draft cost estimate, a form of primary documents used for processing transactions, as well as a form of documents for internal financial statements; • Monitoring compliance with competitive procedures to fill vacancies; • Control over the execution of labour discipline and implementation standards, including monitoring the video surveillance system; • Ensuring safe storage and correct use of the seal of the PS IGC TRACECA; • Providing documentation, accounting and secure storage of logins, keys and passwords for online reporting to the competent authorities of the Republic of Azerbaijan in accordance with the current legislation and the Agreement on the Headquarters of the PS IGC TRACECA; • Prioritizing documents requiring translation into the official languages; • Ensuring the rational use of assets and control over the correctness of their inventory and write-off; • Quality control of the translation and the authenticity of the texts of documents in the official TRACECA languages; • Monitoring the driver's daily work schedule; • Control over the timely updating of the SG schedule and the PS Plan of Events; • Development and implementation of the international communication strategy TRACECA and its individual stages; • Informing the Permanent Representations of TRACECA in the MLA Parties, TRACECA partners, the media, other interested structures and organizations, the public about the TRACECA documents and achievements of public interest; • Monitoring national, regional and international media on the issues of interest to TRACECA; • Preparation, organization and holding briefing meetings, press conferences, other events and informational actions, held with the participation of representatives of the media and the public; • Providing and comprehensive information support of TRACECA events, including meetings of the IGC, PS, ad hoc Working Groups, etc.; • Preparation of texts of press releases and other information materials for media representatives; • Participation in the preparation of TRACECA information and analytical materials on behalf of the SG, as well as drafts and publications of articles, greetings, congratulations, etc. on behalf of the PS; • Monitoring and making proposals on the participation of the SG in the events / activities organized in the MLA Parties on industry-specific topics, as well as by partner international / intergovernmental organizations, legal entities and individuals; • Assisting in the development of programmes and agendas for visits, business trips, bilateral / multilateral meetings of the SG and staff initiated by the PS or by a counterparty; • Control over the preparation of the Plan of business trips, purchases, vacations and control over their implementation; • Informational, organizational and communication support of visits, business trips, bilateral / multilateral meetings of the SG and the PS staff; • Monitoring compliance with the norms of the international diplomatic protocol during official bilateral / multilateral visits and meetings of the SG;

	• Development of proposals for improving the design, content and appearance of objects related to the corporate identity of TRACECA; • Maintenance of databases for media contacts and TRACECA external partners; • Control over the arrangement of TRACECA events, including meetings of the IGC, PS IGC, ad-hoc Working Groups, etc. • Participation in PR-events, being of interest to TRACECA, followed by informing the management on their findings/effectiveness; • Control of responses to requests and instructions of the PS on his/her own topics; • Archiving and storing his/her own work related to the PS activities; • Compliance with the requirements of implementation standards and labour discipline.
Minimum qualification requirements	• Higher education in the field of international relations, politics and humanitarian sciences. • 5-year work experience in the PS.
Required skills and capabilities	• Knowledge of the documents regulating the activities of the PS and IGC TRACECA and the legislation of the Republic of Azerbaijan • Advanced copywriting skills; • Time management skills, team management skills, as well as the ability to work both independently and in a team; • Competence in methodology of media monitoring; • Competence in methods of collecting and processing information using modern technological tools and computer technologies; • Proficiency in the Russian and/or English languages. Knowledge of the Azerbaijani language is an advantage; • Good knowledge of standard computer office software; • Good skills in presentation of materials, negotiation and mediation; • Initiative, creativity, striving for self-improvement, analytical skills, ethical conduct.

Full name: _____

Date: «___» _____ 20__

Signature: _____