

JOB DESCRIPTION

Position title	Administrative Specialist
Volume of employment and working time	<ul style="list-style-type: none"> • Full time employment; • Working time in accordance with the Employment Contract, Internal Rules of the Permanent Secretariat of the Intergovernmental Commission TRACECA (PS) and orders/instructions of the PS Secretary General (SG). • In the absence of the Administrative Specialist his/her duties, requiring urgent Decisions, shall be entrusted to the Driver or the person assigned by the Head of International and Internal Affairs Division of the PS in the established order.
Salary size	<ul style="list-style-type: none"> • According to the Employment Contract.
Main working relationship	<ul style="list-style-type: none"> • Responsible directly to the Head of International and Internal Affairs Division of the PS; • Establishes working relationship with the PS Experts and other staff members of the PS.
Objective of position	<ul style="list-style-type: none"> • Ensuring the effectiveness of the administrative organization of the PS office work, including the issues of the budget formulation and execution; • Maintaining staffing issues of the PS activities; • Ensuring proper and safe operation of the PS administrative building.
Main duties and tasks of the position	<ul style="list-style-type: none"> • Formulation of the drafts annual budgets of the PS IGC TRACECA to be submitted to the meetings of the IGC and PS IGC TRACECA; • Preparation of accompanying documentation for the draft budget, including an explanatory note on the income and expenditure side of the budget; • Preparation of the draft Financial Report to be submitted to the meetings of the IGC and PS IGC TRACECA; • Support in the activities of the Auditing Team to monitor the execution of the PS budget; • Development and implementation of measures to follow the recommendations of the Auditing Team; • Development of proposals to optimize the PS budget; • Formation, maintenance, amendments, additions and storage of the database of accounting information, including cash accounting, bookkeeping and cash flow reporting and financial statements on business trips of PS employees; • Tracking the timeliness of payment of all PS expenses; • Drawing up a procurement plan of the PS, its implementation and control over its execution; • Performing work on keeping records of the PS property and business operations, including accounting for fixed assets, inventory items, settlements with suppliers for services provided, etc.; • Inventory of the PS assets; • Drafting a plan for the refurbishment of the PS office building; • Drawing up proposals and a draft plan for the acquisition of the PS fixed assets, office inventory, equipment and consumables; • Ensuring the serviceability of the organizational equipment of the PS office and work on the write-off of inventory items; • Organization and monitoring of refurbishment and renovation work of (if required) of the PS office; • Organization and monitoring of repair and renovation work of office equipment, inventory and furniture; • Ensuring the safety of household inventory, its renovation and replenishment, as well as maintaining cleanliness in the premises and in the adjacent territories; • Ensuring the individual assignment of inventory and assets for each PS employee during employment and reception upon dismissal; • Control over the removal and introduction of assets from/ into the building of the PS office; • Management of the work of technical personnel, cleaning services, etc.; • Provision of the PS staff with stationery, office equipment and household items; • Monitoring and regulation of the conclusion and execution of service contracts of the PS office and contracts for the sale and purchase of fixed assets and expendable items;

	<ul style="list-style-type: none"> • Preparation of terms of reference for procurement procedures and conclusion of contracts for the sale and purchase of fixed and expendable items of the PS; • Organization and monitoring of the system of recording the working time of the PS employees; • Maintaining personal files of the PS employees, including maintenance and storage (if necessary) of work books, calculating seniority, registration of pension files, preparation for archiving and making changes to personal files and work books related to the work of the PS employees; • Keeping records of vacations, scheduling and registration of vacations in accordance with employment contracts of the PS employees and current legislation; • Registration of admission, transfer and dismissal of PS employees in accordance with the labour legislation, employment contracts and orders of the SG, as well as maintaining a register of orders on staffing issues; • Familiarization of PS employees with the Internal Regulations of the PS, provisions on labour discipline and labour protection, other current internal rules and regulations of the PS, keeping records of identity cards; • Maintaining the register and issuing, at the request of the PS staff and the NS of the MLA Parties, certificates of labour activity; • Compliance with labour discipline and compliance of the PS subordinate employees with the rules of internal labour procedure; • Ensuring the safety of accounting documentation, registration and archiving; • Taking measures for the rational use of the PS resources, compliance with the norms and rules of labour protection; • Preparation of proposals for improving procurement procedures, filling vacancies and business trips by the PS staff; • Briefing among the PS employees and ensuring fire safety in the building of the PS office; • Archiving and storing his/her own work related to the PS activities; • Control and maintenance of the PS library; • Registration and placement of material arriving in the PS library; • Creation and maintenance of an electronic catalogue of the PS library; • Issuance of the necessary material to the PS staff; • Booking tickets, hotels and organizing meeting/ seeing off TRACECA guests and PS staff; • Making a list of replenishment with the necessary stationery, consumables for office equipment and other goods necessary to organize work in the PS; • Compliance with the requirements of implementation standards and labour discipline.
Minimum qualification requirements	<ul style="list-style-type: none"> • Higher professional education (financial-economic, economic or legal education is an advantage) or at least 5-year seniority in the relevant position; • Knowledge of the legislation of the Republic of Azerbaijan, methodological and regulatory materials on the organization of accounting of property, liabilities and business transactions and reporting; • Knowledge of the Russian, English and Azerbaijani languages.
Required skills and capabilities	<ul style="list-style-type: none"> • Knowledge of the TRACECA existing documents defining financial, economic and staffing activities of the PS; • Good knowledge of standard computer office and accounting programmes; • Knowledge of general rules and standards of labour protection, safety, industrial sanitation, fire safety, premises operation; • Time management skills, as well as the ability to work both independently and in a team; • Good skills in materials presentation; • Initiative, meticulousness, striving for self-improvement, analytical skills, ethical conduct.

Full name:

Date: «__» _____ 20__.

Signature: _____