

Remuneration

Remuneration is to be made on monthly basis according to the Contract.

Required qualifications

- Education:** Advanced University Degree in energy or relevant field.
- Experience:** Minimum of 5 years of related working experience in project implementation and/or management. The experience in international project management is an advantage. Demonstrated ability of cooperation with stakeholders: government officials, scientific institutions, NGOs, private sector and international financing institutions. Experience with UNDP-GEF project implementation procedures is highly desirable.
- Languages:** Excellent knowledge of Russian, Armenian and English, with exceptional writing skills. Ability to review, prepare and present training material and make oral presentations, both in Russian, Armenian and English.
- Other skills:** Strong interpersonal and communication skills, ability to take decisions. Good knowledge of computer software (MS Office, and task relevant specific software).

2. Administrative and Finance Assistant (part-time)

The Administrative and Finance Assistant will work under the direct supervision of the Climate Change Programme Coordinator and Project Task Leader and provide assistance to project implementation in the mobilization of inputs, the organization of training activities and financial management and reporting.

Job content

The Administrative and Finance Assistant will be responsible of the following duties:

- (i) Prepare all payment requests, financial record-keeping and preparation of financial reports required in line with DIM financial rules and procedures.
- (ii) Assist in the recruitment and procurement processes, checking the conformity with UNDP rules and procedures.
- (iii) Assist to the organization of in-country training activities, workshops and seminars, team meetings, ensuring logistical arrangements.
- (iv) Preparation of internal and external travel arrangements for project personnel.
- (v) Maintenance of equipment ledgers and other data base for the project.
- (vi) Routine translation/interpretation during projects meetings and drafting of meeting minutes and correspondence as required.
- (vii) Maintain project filing.
- (viii) Other duties which may be required.

Qualifications

- Education:** University degree, training in business and/or administration desirable (finance or accounting).
- Experience:** At least five years administrative experience.
- Skills:** Good organizational skills, good computer skills, including spread-sheets and database.
- Languages:** Fluent in Russian, Armenian and English.

3.Chief international technical consultant of the project (CITC)