**JOB DESCRIPTION**

Program Specialist

Ministry of Education, Implementation Unit for State Program

**Position Summary**

Under the general direction of the designated supervisor, performs duties related to the admission, graduation, financing, monitoring of the education of students to the State Program, in accordance with confirmed policies.

## Responsibilities

* Support the development of recruitment plan to attract and enroll potential students;
* Support in development of detailed plans for promotions of the Program in line with the marketing strategy;
* Be responsible for the coordination student admissions including recruitment and selection processes;
* Be responsible for the program logistics such as contracting, travel arrangement, providing support letters and student cards etc.;
* Coordinate the relevant documents with the finance office for program funding purposes;
* Monitor the fulfillment of obligations of the student under the agreement and prepare regular progress reports;
* Coordinate completion of the program, ensuring the necessary documents are submitted by the students in time;
* Update the student electronic database periodically;
* Support in increasing and promoting the public image of the program;
* Prepare analytical and statistical reports upon required;
* Monitor program evaluation and propose improvements;
* Carry out various types of clerical work arising from the position;
* Perform other related duties as assigned.

**Requirements**

* University Degree with minimum 2 years of work experience in the education field;
* Highly developed communication skills in both oral and written, fluency in azerbaijani, russian and english;
* Strong interpersonal skills and the ability to work effectively with a wide range of constituencies;
* Strong commitment to customer service and appropriate problem-resolution techniques;
* Experience with the use of a variety of computer software to compose and prepare correspondence, forms, reports, presentations, and other written materials;
* Ability to design and write promotional material;
* Skill in multitasking and workload prioritizing under deadline pressure, using independent judgment for decision-making;
* Ability and willingness to collaborate in a team environment.

Interested candidates are requested to send an updated resume via e-mail to dpinfo@edu.gov.az specifying the **“Program Specialist”** in the subject line. Only shortlisted candidates will be contacted.

The cut-off date for application is **30.06.2022.**

For more information about the State Program, please visit [www.dp.edu.az](http://www.dp.edu.az).