

Country Coordinating Mechanism on International Health Programs in Azerbaijan (CCM)

Recruitment announcement

Position: Administrative Assistant of the CCM Secretariat
Who may apply: Citizens of Azerbaijan
Location: Baku, Azerbaijan
Deadline: 08 July, 2023

I. Background

The Country Coordinating Mechanism (CCM), a multi-stakeholders body, was established in 2004 to coordinate country-level activities with the GF and ensure participatory decision-making. The CCM is mandated to consider, develop and submit proposals to mobilize resources for responding to two diseases (i.e. HIV/AIDS, TB); oversee and monitor progress during implementation; and recommend corrective actions as appropriate. The CCM includes representatives from the government and non-governmental organizations and people living with HIV, community affected by TB and international multilateral/bilateral organizations.

II. Responsibilities and Functions

The Administrative Assistant of the CCM Secretariat will work under the supervision of the Program and Financial Officer. S/he will have the following duties:

- Attends all CCM and Working Group meetings in a non-voting capacity
- Prepares draft agendas, issues meeting reminders, draft minutes, distribute the minutes, collects comments and feedback from CCM members, and finalizes the minutes and distributes them
- Provides administrative support to regular CCM meetings, prepares and manages relevant correspondence
- Sends prior notice of each meeting of the CCM and its working groups at least one week in advance
- Assists with development of materials and information for the CCM website and manages website maintenance
- Assists Oversight Committee to fulfil the oversight function of the CCM by providing technical support in developing oversight work plan and oversight reports;
- Provides administrative support and logistics to the work of the Oversight Committee and oversight site visits and attend regional oversight visits
- Ensures timely distribution of Global Fund guidelines, draft proposals, newsletters, correspondence with and between the Local Fund Agent, the PR(s), and other stakeholders
- Organizes and maintains CCM filing system and archives CCM records including agendas, minutes, proposals, correspondence with the Global Fund Secretariat and other partners
- Translates and prepares CCM-related documents from Azeri into English and vice versa for CCM whenever needed
- Ensures publication of public announcements of calls for proposals
- Fulfils other duties as assigned by the Program and Financial Officer and CCM Board.

III. Recruitment Qualifications

Education:	Possession of a university degree.
Experience	One- three years of administrative experience. Computer proficiency (MS Word/Excel, Power Point, and Internet) is required. Must be highly organized, have good interpersonal skills, be able to work efficiently in a multicultural and multidisciplinary team and under pressure. Strong writing, presentation, facilitation and communication skills.
Language Requirements:	Excellent knowledge of Azeri and English (written and oral). Knowledge of Russian is desirable.

CVs should be sent to the following e-mail office@ccm.az by indicating relevant position in the subject line no later than 08 July, 2023. Acknowledgement will be sent to short listed candidates only.