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**The purpose of the training:** to train and improve the directors of the primary vocational education institutions who have the knowledge and skills of modern management, knowledge of information technology and who may contribute to the education and social development of our country.

***At the initial phase, trainings will cover primary vocational institutions operating only in Baku.***

**The term of the trainings:** November-January 2014

**Topics in trainings:**

- Leadership and management in education
- Management of school (Software Supplier (PTT))
- Curriculum design and management
- Assessment (vocational and educational standards, internal query)
- Marketing
- Financial Management
- Analyze, monitoring and assessment of data

**Minimum requirements for the participation in the competition:**

- Complete higher education in the fields of general management, education management, economy, state and municipal management, law, history and pedagogy;
- 5 years work experience
- Fluent in Azerbaijani
- Knowledge of Microsoft Office

**Other qualities expected of candidates:**

- Leadership skills
- High motivation
- Effective decision-making skills
- Result-oriented
- Knowledge of foreign language

**How to apply:** candidates who meet the requirements specified can send their CV to [office@allianzconsult.az](mailto:office@allianzconsult.az).

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**Deadline for applications:** September 30, 2014

**Selection procedures:**

- First elimination round according to CV;
- Second elimination round on the test;
- Third elimination round on the interview;
- Forth elimination round according to the assessment with relevant tests;
- Fifth elimination round on the task

**Final assessment:** people who took part in trainings will participate in the exam to be organized by the Ministry of Education. Candidates who achieved satisfactory results in exam will be awarded with "Certificate of Achievement". Promotions will be appointed to people who achieved "Certificate of Achievement" and currently work as a director of primary vocational education institutions, for the purpose of increasing their efficiency; other people who do not work in the director position will be recorded as a reserve in order to appoint vacancies on the director position.

**Allianz Consult LLC**

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[Application Form](#)