

A network diagram consisting of numerous black and grey dots connected by thin grey lines, set against a light green background. The dots are scattered across the page, with some forming clusters and others standing alone. The lines connect the dots in a complex, web-like pattern.

ICARE

Research and Career Digest



July
2017

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Conferences, Seminars and Workshops

162nd EAAE Seminar: The evaluation of new CAP instruments: Lessons learned and the road ahead

26-27 April, 2018: Budapest, Hungary

Theme: *Analysis of CAP 2020 reform options in light of lessons learned since 2013.*

The seminar focuses on the evaluation of the current CAP instruments as well as on possible scenarios of future CAP.

The first objective of the seminar is to bring together researchers working on the various topics within the overall theme of agricultural and food policies in order to stimulate discussions, collaborations and future research. The second objective is to take stock of the lessons learned since 2013 in CAP design and implementation. The third objective is to bring together research on possible ways and ideas how to reform the CAP after 2020. Contributions are sought from a variety of academic disciplines (e.g. political science, rural sociology, etc.) as well as agricultural economics, and from policy practitioners.

Important dates:

31 January 2018: Submission deadline for abstracts

15 February 2018: Notifications of acceptance & registration opens

15 March 2018: Early bird registration deadline

1 April 2018: Deadline for submission of full papers

15 April 2018: Late riser registration deadline

For more information please visit: <http://agecon.hu/events/>

7th EAAE PhD Workshop: Challenges for young agro-food and natural resource economists facing the future

8–10 November, 2017: Barcelona, Spain.

7th EAAE PhD Workshop aims at offering to the future agro-food and natural resource economists a space for debate, discussion and knowledge exchange on topics related to food markets future challenges. As in previous workshops, PhD students will have also the opportunity to interact with senior economists about their research progresses.

PhD participants will benefit from 3 Plenary Sessions in which keynote speakers from different sectors of the civil society (academic institutions, international institutions and the private sector) will share their views on what are, from their particular perspective, the required skills for future economists to success in the agro-food, environmental and development economic domains.

Important dates:

September 8th, 2017: Deadline for proposal submission

September 18th, 2017: Notification of acceptance:

October 18th, 2017: Deadline for full paper submission

October 20th: Deadline for registration

For more information please visit: <http://www.creda.es/PhDworkshop>

Global forum for innovations in agriculture 2018

20-21 June, 2018: Utrecht, the Netherlands.

THE WORLD'S ONLY EVENT DEDICATED TO SUSTAINABLE AGRICULTURE ACROSS ALL TYPES OF FOOD PRODUCTION

When the Global Forum for Innovations in Agriculture (GFIA) was launched in 2014 in Abu Dhabi, it leveraged partnerships with over 40 influential organizations such as the Food and Agriculture Organization of the UN, Bill & Melinda Gates Foundation and the World Bank, that wanted a platform to show the world how technology gives us the only real chance of feeding nine billion people without destroying the environment. With an established edition in Abu Dhabi, we are delighted to have launched GFIA Europe in the Netherlands, the region's largest exporter of agricultural produce.

THE EXHIBITION: Over 200 suppliers showcase hundreds of working products across all types of food production to help farmers and food producers improve productivity and profits

THE CONFERENCE: The main conference will host over 200 international delegates who will enjoy a powerful mix of keynote addresses, panel debates, innovation presentations and Q&A sessions.

For more information please visit: <http://www.gfiaeurope.com/>

IISES 34th International Academic Conference 13-16 September, 2017: Florence, Italy.

The conference is co-organized by **the International Institute of Social and Economic Sciences** and the **University of West Bohemia - Faculty of Economics**.

The International Academic Conference is a multidisciplinary conference with the following topics:

- Business and Economics
- Quantitative Methods
- Social Sciences and Humanities
- Teaching and Education
- Health and Welfare
- Environment and Sustainable Development
- Law in Society
- Energy Resources and Policy
- Technology and Science

We welcome scholars, researchers, as well as corporation and government executives. You can present your research work or just attend. All submissions are peer-reviewed. All accepted papers/abstracts will be published in the Conference Proceedings on our website.

IISES is an important international society of economists, social scientists and educators, founded to promote education and scientific research. Our conference enables you to present your research, meet new colleagues and improve your research skills.

Important dates:

Registration and abstract submission: August 13, 2017

Full paper submission: August 13, 2017*

** Full paper submission is optional - if you want it to be peer-reviewed for publication in the Conference proceedings.*

For more information please visit: <http://www.iises.net/current-conferences/academic/34th-international-academic-conference-florence>

30th International Conference of Agricultural Economists: New Landscapes and New Mandates for Agriculture

July 28 – August 2, 2018: Vancouver, British Columbia, Canada

The International Association of Agricultural Economists (IAAE) is a worldwide association of agricultural economists and others concerned with agricultural economic problems, including problems related to the use of renewable resources and the environment. Its broad goal is to make a difference through:

- Fostering the application of agricultural economics to improve rural economic and social conditions.
- Advancing knowledge of agriculture's economic organization.
- Facilitating communication and information exchange among those concerned with rural welfare.

The IAAE flagship conference – International Conference of Agricultural Economists (ICAE) – is held every three years and attracts about a thousand colleagues from around the world. The 30th conference will take place on Canada's West Coast, in beautiful Vancouver, British Columbia, July 28 - August 2, 2018.

For more information please visit: <http://www.icae2018.com/>

ICAFB 2018: "Agriculture, Food and Biotechnology"

24-26 January, 2018: Bangkok, Thailand.

2018 International Conference on Agriculture, Food and Biotechnology (ICAFB 2018) will be held in Bangkok, Thailand during January 24-26, 2018.

HKCBEEES takes great pleasure in welcoming you to Bangkok for the ICAFB 2018 under the theme "Agriculture, Food and Biotechnology". It is one of the leading international conferences for presenting novel and fundamental advances in the fields of Agriculture, Food and Biotechnology. It also serves to foster communication among researchers and practitioners working in a wide variety of scientific areas with a common interest in improving Agriculture related techniques.

With members from around the world focused on learning about Agriculture, Food and Biotechnology and its advances; this is your best opportunity to reach the largest assemblage of participants from the Agriculture, Food and Biotechnology community. Conduct presentations, distribute information, meet with current and potential scientists, make a splash with new advancements and developments, and receive name recognition at this 3-day event. World-renowned speakers, the most recent techniques, developments, and the newest updates in Agriculture, Food and Biotechnology are hallmarks of this conference.

ICAFB 2018 is excited to invite you to submit original manuscripts for presentation with the theme "Current Challenges and Future Perspectives of Agriculture, Food and Biotechnology". Bringing out a perfect blend of three important domains of Agriculture, Food and Biotechnology through the ICAFB 2018 will be a boundless place for researchers, Agriculturists, Bio-technologists, Food Scientists, Policy Makers, young individuals and especially for industry specialists to fold together, share experiences, discuss research findings and take the novel knowledge for practical outcomes.

Important Dates:

Paper Submission (Full Paper): Before September 10, 2017

Notification of Acceptance: October 5, 2017

Final Paper Submission: October 25, 2017

Authors' Registration: October 25, 2017

For more information please visit: <http://www.icafb.org/>

10th International Conference on Agriculture & Horticulture 02-04 October, 2017: London, UK.

Theme: Agriculture for the Future

The 10th International Agriculture Conference to be held in London, UK with the theme of Agriculture for the Future. Agriculture Conference is going to help the people who are directly or indirectly related to the Agriculture & Horticulture industry and academia. By this conference, people can share their views and ideas and can improve their knowledge about the advanced techniques to increase the productivity of the industries.

With members from around the world focused on learning about Agriculture Science and its advances; this is your best opportunity to reach the largest assemblage of participants from the Agriculture Science and Horticulture community. Conduct presentations, distribute information, meet with current and potential scientists, make a splash with new advancements and developments, and receive name recognition at this 3-day event. World-renowned speakers, the most recent techniques, developments, and the newest updates in Agriculture Science are hallmarks of this conference.

Conference Highlights

- Agricultural Engineering
- Agriculture & Food Security
- Plant Science
- Agribusiness & Agricultural Economics
- Agricultural Law & Policy
- Agricultural Biotechnology
- Agriculture & Environment
- Agroforestry
- Livestock Farming & Genetic Engineering
- Aqua Farming & Poultry farming
- Fertilizers & Pesticides
- Soil Science
- Horticulture
- Rice Research
- Food & Nutrients
- Crop Protection & Entomology
- Entrepreneurs Investment Meet

For more information please visit: <https://agricultureconference.wordpress.com/>

Scholarships and Fellowships

Fully-Funded PhD Studentships in Precision Agriculture at Ghent University in Belgium, 2017-2018

Ghent University is now accepting applications for fully funded 5 PhD Studentships in Precision Agriculture within the Department of Soil Management, Faculty of Bioscience Engineering in Ghent University (UGent) in Belgium. International students are eligible to apply for this scholarship programme.

The aim of the project is to establish a research platform combining cutting-edge soil and crop sensors, modeling and system control technology for managing farm resources (seeds, fertilizers, pesticides, water, and manure) site-specifically, with the final goal of establishing a precision agriculture center in Flanders.

Ghent University is a top 100 university and one of the major universities in Belgium. Our 11 faculties offer a wide range of courses and conduct in-depth research in both exact and social sciences. Ghent University aims to encourage its students to adopt a critical approach within a creative, development-oriented educational and research environment.

Course Level: Scholarships are available to pursue PhD programme.

Study Subject: Scholarships are awarded in the field of Precision Agriculture.

The following 5 PhD projects are available under this project:

- Site specific fertilization.
- Site specific manure injection.
- Site specific pesticide applications.
- Site specific soil compaction management.
- Site specific seed rate management.

Scholarship Award: University offer fully funded PhD positions starting between 1st November 2017 and 2nd January 2018. We offer approx. €23787 per year (€1982 per month) based on a full working week (38 hours).

- Candidates will have the opportunity to work within a stimulating research environment within the SiTeMan Group with interdisciplinary team comprising of agricultural engineers, soil scientists, agronomists and data mining experts, where many international collaborations are foreseen.

Eligibility: The candidate should fulfill the following requirements:

- Have or will soon have a MSc degree in Agriculture Engineering, Bio systems Engineering, Agronomy, Mechatronics Engineering or Mechanical Engineering.
- Should have knowledge in the use of basic engineering software and modeling languages, such as, MATLAB Toolbox, LabVIEW, DaisyLab, AutoCAD, or C++.....
- Desirable to have knowledge in sensing technologies, modeling and control theory.
- Good contextual understanding of agricultural systems, precision agriculture and the ability to work in the field with agriculture machinery.
- The candidate should have a high level of proficiency in English sufficient to communicate effectively with colleagues and write papers and reports.
- Good practical problem solver / Ability to find appropriate solutions to academic and technical problems.
- Ability to work as a member of a team within a dynamic research group.

Nationality: International students are eligible to apply for this scholarship programme.

Application Deadline: September 30, 2017.

For more information please visit: <https://www.ugent.be/en/work/vacancies/scientific/fully-funded-5-phd-studentships-in-precision-rowjy>

Joint Japan-World Bank Scholarships Program

Deadline: ongoing

Open to: national of a World Bank member developing country

Scholarship: tuition, a monthly living stipend, round trip airfare, health insurance and travel allowance

Description: JJWBGSP offers scholarships for over 200 Preferred Programs spanning a wide array of development topics and for 14 Partner Programs at universities in U.S., Africa and Japan in key areas of development, including economic policy management, tax policy, and infrastructure management.

Eligibility: In order to be considered eligible to apply, you must fulfill all of the following criteria:

- Be a national of a World Bank member developing country;
 - Not hold dual citizenship of a developed country;
 - Be in good health;
 - Hold a Bachelor (or equivalent) degree earned at least 3 years prior to the Application Deadline date;
 - Have 3 years or more of recent development-related experience after earning a Bachelor (or equivalent) degree;
 - Be accepted unconditionally to enroll in the upcoming academic year in at least one of the JJWBGSP Preferred or Partner master's degree Programs;
- The scholarship provides the recipient with the following benefits:
- Economy class air travel between your home country and the host university at the start of your study program and immediately following the end of the scholarship period. In addition to the two-way air travel, scholars will receive a USD 500 travel allowance for each trip;
 - Tuition for your graduate program and the cost of basic medical insurance usually obtained through the university;
 - A monthly subsistence allowance to cover living expenses, including books.

Application: Applicants can apply for scholarships to both Preferred and Partner Programs. The process to apply to a Preferred Program and to a Partner Program differs:

- Those seeking a JJ/WBGSP Partner Program scholarship must first apply for admission to one or more of the Partner Master's Degree Program(s);
- Inquiries on how to submit an admissions application to a partner program should be submitted to the respective university.

For more information please visit:

http://www.worldbank.org/en/programs/scholarships?eq_ck=1477487198287#Ways

University of the People Online Tuition Free Degrees

Deadline: 5 Oct 2017 (annual)

Study in: any Country (online)

Next term starts 16 Nov 2017

University of the People (UoPeople) is the world's first non-profit, tuition-free, accredited online university dedicated to opening access to higher education globally. Using open-source technology, Open Educational Resources, peer-to-peer learning, and the assistance of academic volunteers,

UoPeople is designed to provide access to university studies for qualified high school graduates, despite financial, geographic, societal or personal constraints. In February 2014, UoPeople received accreditation from the Distance Education Accrediting Commission, a U.S. Department of Education authorized accrediting agency.

UoPeople offers associate and bachelor degree programs in business administration, health science and computer science, as well as an MBA program. The University has partnered with leading academics to provide high quality academic instruction and with international companies such as Microsoft and HP for internships, mentoring and career services to prepare the UoPeople student for employment following graduation.

Host Institution(s):

With a convenient virtual web address, the University of the People is accessible anytime, anywhere with any internet connection. UoPeople academic leadership comes from top universities such as Harvard, Yale, NYU, Cambridge, Oxford and many more. UoPeople has partnered with Yale University for research and New York University.

Fields of study:

UoPeople offers associate and bachelor degree programs in business administration, health science and computer science, as well as an MBA program.

Target group: Students from all over the world. Currently the university has students from over 200 countries.

Scholarship value/inclusions:

University of the People is an American online university offering distance-learning courses. University the People is a tuition-free, non-profit institution. The University does not charge students to take classes, does not charge for any reading and other study materials, as well as does not charge for annual enrollment.

In order to remain sustainable, University of the People charges processing fees per end-of-course-exam. These processing fees are collected towards the end of each course, and not at the start of your studies.

However, for those individuals who are unable to afford even these minimal fees, UoPeople offers a variety of scholarship funds to cover all, or part, of the processing fees. These funds are designed to meet the unique and diverse needs of its students.

Eligibility:

UoPeople accepts students who have graduated high school, have access to a computer and the Internet and have sufficient English skills to study at the University. Applicants need to complete the application requirements and undergo an application process in order to be accepted into the program.

Application instructions:

The admission process is administered in 5 terms annually. The next deadline is 5 October 2017 for term starting 16 November 2017. Interested applicants should apply today.

For detailed information on how to apply for this scholarship and the University in general, please visit the official website.

Official Scholarship Website: <http://www.uopeople.edu>

UoPeople Full Scholarships List of all available scholarships: <http://www.uopeople.edu/tuition-free/our-scholarships/>

Bavarian Government and DAAD Scholarships for International Students at Hochschule Hof in Germany, 2017

Bavarian Government and DAAD Scholarships applications are open for international students for the academic year 2017/18. The scholarship is provided to conduct the study at Hof University of Applied Sciences in Germany.

Course Level: The scholarship is available to pursue degree courses.

Study Subject: The scholarship is awarded in the subjects offered by the university.

Scholarship Award: The scholarship will cover the following:

- The scholarship depends on the financial means provided available for the respective semester. It lies between 100, 00 € – 659, 00 € per month.

Eligibility: Applicants must meet the following area for the scholarship:

- International students must be enrolled as full-time students or double-degree students (not possible for exchange students) at the Hochschule Hof for the respective semester (summer semester 2017 or winter semester 2017/18).
- International students must be academically (previous examination performance) and personally qualified. Foreign students enrolled in Bachelor courses must have achieved a minimum of 90 ECTS to be eligible. Please attach proof.
- International students in financial need. Hochschule Hof may at any time ask for proof of given information.
- Students receiving any additional public funding (e.g. BAföG, DAAD, Erasmus, any kind of governmental scholarship) for the same period of time cannot be considered and are exempted from this scholarship

Application Deadline: October 27, 2017.

For more information please visit: https://www.hof-university.de/fileadmin/user_upload/studienfoerderung/Internationale/information_sheet.pdf

Weiser Professional Development Fellowship 2018

The Ronald and Eileen Weiser Center for Europe and Eurasia at the University of Michigan invites applications for Weiser Professional Development Awards from faculty and artists at institutions of higher education in **Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Georgia, Kaliningrad (Russia), Kazakhstan, Kosovo, Kyrgyzstan, Macedonia, Moldova, Serbia, Slovak Republic, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan.**

Applicants are invited to propose projects in any field of research or teaching with a faculty partner at the University of Michigan. Candidates must have excellent oral and written English language skills.

The 2018 awards support short-term research visits of 4 weeks or 3 months to the University of Michigan, Ann Arbor, and include round-trip airfare, housing, health insurance, and a modest per diem. The Weiser Center will grant 5-7 awards for travel to Ann Arbor in February-April 2018 or September-November 2018.

Selection of 2018 awardees will be made through a competitive review of proposals at the University of Michigan. These awards are made possible thanks to a gift from Ambassador Ronald Weiser, U.S. Ambassador to Slovakia from 2001-04, and his wife, Eileen Lappin Weiser.

Applicants must submit:

- **A completed application form**
- Your CV

- A copy of your doctoral diploma or highest professional degree
- A copy of your passport photo page
- A two-page personal statement describing: a) the research or collaborative project you plan to pursue at the University of Michigan, b) your reason for applying for this opportunity, c) how this opportunity will benefit your home institution, and d) your reason for selecting a 4-week or 3-month visit
- An invitation from the University of Michigan school, department, and/or faculty partner with whom the research will be conducted; email invitation is acceptable. (For more information about U-M departments and programs, consult umich.edu.) *NOTE: The process for applying to work with U-M Law School faculty has changed; please carefully review the FAQs for details.*
- One letter of recommendation from the rector or dean of your institution
- A copy of your TOEFL score report (if you have taken the exam in the last three years)

Application Deadline: September 15, 2017.

For more information please visit: <https://www.ii.umich.edu/wcee/visiting-fellows.html>

Westminster International Master's Degree Scholarships

Westminster International Scholarships are fully funded awards aimed at students from developing countries who wish to study a full-time Master's degree at the University.

Level/Field of study: Any full-time Master's Program offered at University of Westminster **except MBA.**

Target group: Citizens of developing and middle income countries

Scholarship value/inclusions:

Full tuition fee waivers, accommodation, living expenses and flights to and from London.

Eligibility:

You must be an international student from a developing country and hold an offer for a full-time Master's degree at University of Westminster. The main criteria are First Class Honors degree, financial need and development potential.

Application instructions:

You should only apply for a scholarship once you have applied for admission and successfully been offered a place (either conditional or unconditional) on the course you wish to study. To apply for a scholarship, you will need to download and complete the relevant scholarship application form and submit it together with supporting documents by POST.

The deadline for applications for entry in January 2018 is **13 October 2017.**

For more information please visit: <https://www.westminster.ac.uk/file/31381/download?token=-8eiJ8m7>

Job Opportunities

Shtigen LLC: Different positions

A leading company of Armenian solar market Shtigen steadily grows and expands operations.

We prove by action that renewable energy is Armenia's national wealth, capable to bring welfare and independence to lives of ordinary people and the whole country.

If you share our vision and are ready to contribute your knowledge and passion for its fulfillment, we will be happy to see you in our team.

We are open to candidates with various level of professionalism. If you're a junior starter on the market, we'll guide, train you and help to gain necessary practical skills. If you're an experienced professional, we'll be happy to leverage your skills and experience to the team work in efficient and collaborative environment free of dogmatism. Currently we are looking for the following talents:

- Sales manager in Yerevan and regions including Artsakh;
- Marketing and communications specialist;
- Project manager;
- Energy audit expert.

APPLICATION PROCEDURES: Qualified and interested candidates are welcomed to fill in the application form at <http://shtigen.com/en/shtigen-is-hiring/>.

Transparency International Anticorruption Center: Financial Assistant

Transparency International AC announces a vacancy announcement for a financial assistant who will join the organization's financial / accounting team and be responsible for the ongoing implementation and support of financial and accounting functions. The Financial Assistant is directly subordinated to the Chief Accountant.

The complete position description listing all duties and responsibilities is available at <https://transparency.am/hy/vacancies>.

APPLICATION PROCEDURES: Interested candidates with relevant qualifications may submit their CV and accompanying letter in Armenian or English at jobs@transparency.am.

Only those who have passed the first stage of the selection process will be invited to participate in the next stages. Please refrain from calling or visiting.

APPLICATION DEADLINE: 20.08.2017

Haypost CJSC: Junior Internal Auditor

JOB DESCRIPTION: Haypost CJSC is seeking a responsible, hardworking and motivated individual for the position of a Junior Internal Auditor.

JOB RESPONSIBILITIES:

- Assist in preparation and update of audit programs;
- Review the design and implementation and operating effectiveness of internal controls;
- Assist in making appropriate recommendations on the improvement of business processes;
- Participate in audit engagements in postal branches, postal offices and head-office;
- Assist senior colleagues in preparing audit reports;
- To assist in supporting research of the Company's control mechanisms, risk identification and assessment, procedures and systems effectiveness evaluation works.
- Review laws, rules, regulations and Board policies and researches applicable industry best practices and generally accepted accounting principles.

REQUIRED QUALIFICATIONS:

- Higher education in Economics, Finance or Accounting;
- Experience in auditing and accounting is preferable;
- Basic knowledge of accounting and IFRS is preferable;
- Enrollment in ACCA is an asset;
- Extensive computer skills (MS Excel and MS Word);
- Good knowledge of accounting software (Arm Soft) is preferable;

- Excellent knowledge of Armenian and English languages;
- Ability to travel frequently to regions of Armenia;
- Understanding of business processes;
- Analytical skills; attention to detail and accuracy;
- Ability to work under pressure and meet strict deadlines;
- Good communication skills.

APPLICATION PROCEDURES: All interested candidates who meet the requirements for the position are kindly requested to submit their CVs to: hrmanager@haypost.am. The subject field of the message should have the title "Junior Internal Auditor".

APPLICATION DEADLINE: 17.08.2017

GINOSI APARTELS: Commercial Director

JOB DESCRIPTION: We are looking for an experienced Commercial Director who will be able to add value and be part of our growth by identifying new commercial opportunities by promoting and expanding the company's commercial activity that will lead to sustainable growth. Commercial Director will be directly reporting to CEO/Co-founder.

Benefits and Perks: Lots of interesting perks are waiting for you including health insurance, daily breakfast, lunch and dinner, plus an awesome state-of-the-art coffee machine.

JOB RESPONSIBILITIES:

- Implement strategies to drive revenue and ultimately business growth
- Ensure a full growth pipeline, identify new market opportunities
- Carry out commercial viability assessment and due diligence when reviewing new core product and auxiliary sales projects
- Review existing/ending contracts and proposing optimal renewal terms
- Head Relationship Management with key partners and personally providing directorial level of relationship management
- Streamline lead generation processes and enabling Acquisitions teams to pursue leads effectively
- Make commercial recommendations to the executives
- Conduct budgeting and PO management
- Review of the existing pricing policy
- Weigh in on the commercial impact of internal projects, ensure overall profitability of the Company
- Architect and periodically evaluating an optimal team structure for the Commercial and Acquisitions teams
- Ensure optimal interactions with the Design, Operations and Legal teams as well as external service providers to cover all needs and gaps of new and ongoing projects

REQUIRED QUALIFICATIONS:

- MS in business administration, finance or relevant field
- At least 5 years of work experience on the relevant role
- Proven experience as commercial director or other relevant role
- Proven experience in sales and/or marketing and managing relationships with key clients
- Strategic Thinking - considers short and long term implications and plan accordingly See's the big picture, anticipates and leads trends and develops far reaching objectives
- In-depth understanding of market research methods and analysis
- Solid knowledge of performance reporting and financial/budgeting processes
- Familiarity with hospitality business models is an advantage
- Commercial awareness partnered with a strategic mindset

- Excellent organizational and leadership skills
- Outstanding communication and interpersonal abilities
- Fluency in English both verbal and written

APPLICATION PROCEDURES: Apply online via: <https://www.ginosi.com/jobs/armenia--yerevan/commercial-director>

FINCA Armenia: New Business Technologies Department Project Assistant

JOB RESPONSIBILITIES

- Perform project team daily administrative issues;
- Write letters and sends them to appropriate bodies, and receives incoming mail;
- Prepare written responses to routine enquiries;
- Schedule and coordinate meetings, appointments;
- Prepare agendas for meetings and prepare schedule;
- Prepare minutes for project meetings;
- Perform other tasks, as required.

REQUIRED QUALIFICATIONS:

- University degree;
- Work experience is preferable;
- Ability and willingness to work in a rapidly developing and dynamic environment;
- Fluency in Armenian, English and Russian languages (written and verbal);
- Excellent skills with Microsoft Word Office, Excel, PowerPoint, Outlook, etc.;
- Advanced time management skills, ability to work under pressure with tight deadlines;
- Strong communication and problem-solving skills;
- Strong team player and excellent organizational skills;
- Attention to details;
- Document control techniques, reporting and task management skills.

APPLICATION PROCEDURES: If you meet the above requirements and are interested in the position announced, please e-mail your detailed CV to FINCA at: hr@finca.am. Please specify the subject line of your email in line with the following sample “Project Assistant – Name Surname”.

APPLICATION DEADLINE: 13.08.2017

Digitain Armenia: Sales Specialist

JOB DESCRIPTION: Digitain is seeking professionals to take the position of Sales Specialist in the Company's team. **HE** will be responsible for finding new customers, as well as presenting and selling the Company's products and services. The incumbent should be supportive with advice and establish long-term good relationships.

JOB RESPONSIBILITIES

- Be actively involved in domestic and international sales;
- Achieve high results by selling the Company's products and services to potential customers;
- Develop business relationships with current and potential customers and identify new opportunities;
- Create clear proposals for potential customers;
- Coordinate sales activity with appropriate departments within the Company;
- Develop long-term relationships with clients, through managing and understanding their needs;
- Negotiate contract terms and conditions to meet both client and Company needs;
- Provide pre/ post-sales support to customers;

- Work on after-sales support services and provide technical support as required;
- Maintain good relationships with partners through regular contacts;
- Develop new sales methods to increase Company profitability.

REQUIRED QUALIFICATIONS:

- At least 3 years of experience in B2B sales;
- Experience in IT product sales is an advantage;
- Experience in International Sales
- Excellent verbal and written communication skills in English and Russian languages;
- Proficiency in Microsoft Office applications and other similar software;
- Good technical background;
- Excellent presentation, pitching and sales skills;
- Strong communication and negotiation skills;
- Organizational skills;
- Ability to work independently as well as in a team environment;
- Goal-driven and results-oriented personality;
- Ability to work under pressure within deadlines;
- Ability to build relationships quickly and effectively;
- Analytical and problem-solving skills.

APPLICATION PROCEDURES: Qualified candidates should send their Resume/CV in English along with the completed application form to: **hr@digitain.com** by indicating “*Sales Specialist*” in the subject line of the e-mail. Only short-listed candidates will be contacted.

Digitain Armenia: Interpreter/Executive Assistant

JOB DESCRIPTION: We are seeking for an experienced Interpreter/ Assistant. The incumbent will be responsible for assisting the CEO in execution processes of tasks and provide Consecutive interpretation during meetings and discussions.

JOB RESPONSIBILITIES:

- Provide Consecutive interpretation during meetings, discussions, exhibitions, Skype-calls etc.
- Facilitate effective communication between two parties
- Prepare paperwork - considering agendas before meetings and speeches when received in advance
- Convert written materials from one language into another
- Ensure proper formulation of tasks and reminders given by the CEO, track and oversee their performance
- Follow up on the revision and execution processes of tasks, agreements, offers and settlement documents related to the various departments' operations
- Organize meetings, discussions with the internal team and the international partners, retrieve related informational materials and submit them to the CEO
- Write letters to the employees and the partners on behalf of the CEO

REQUIRED QUALIFICATIONS:

- University degree in Linguistics or related field
- Excellent translation and interpretation skills from Armenia into English and visa versa
- 2+ years of relevant work experience
- Basic knowledge in Mathematics, analytical thinking
- Excellent knowledge of Armenian, English and Russian languages
- Good knowledge of MS Office tools, Word, Excel
- Highly productive, motivated, energetic and positive personality

- Good communications and negotiation skills
- Ability to respond quickly and competently to the duties, assigned by the CEO
- Be ready for business trips

APPLICATION PROCEDURES: Qualified candidates are asked to send a resume (CV) in English and Armenian to: hr@digitain.com address.

Please indicate "Executive Assistant" in the subject line of the e-mail. Only short-listed candidates will be contacted.

Global Colibri LLC: Sales Manager

JOB RESPONSIBILITIES

- Customer engagement and retention strategies
- Management Control of the ongoing projects
- Correspondence and direct Communication with customers and partners
- Coordinate, realize and promote marketing initiatives
- Develop new sales methods to increase Company profitability

REQUIRED QUALIFICATIONS:

- Excellent client-facing and internal communication skills
- Excellent communication and influencing skills
- Work experience in relevant sphere
- Knowledge of Armenian, Russian and English languages
- Knowledge Microsoft Office package - Creative mind

APPLICATION PROCEDURES: Interested candidates can send a CV to the email address hr@yerevancard.com specifying the title of the position.

US EMBASSY Yerevan: Visa Assistant (Immigrant Visa)

ANNOUNCEMENT NUMBER: 17-33

LENGTH OF EMPLOYMENT: This is a temporary position available for six months (pending funding availability).

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Yerevan, Armenia is seeking eligible and qualified applicants for the position of Visa Assistant in the Consular Section.

JOB RESPONSIBILITIES:

Reviews immigrant visa applications and checks documentation for acceptability and completing visa issuance process. Translates for Consular Officers; translates correspondence and drafts responses; answers phone calls concerning visa matters; briefs public on visa procedures and requirements. Files visa applications. Maintains and updates visa forms and information sheets. Maintains visa appointment schedule.

REQUIRED QUALIFICATIONS:

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

Education: Completion of secondary school is required

Experience: Two years of administrative or government services work.

Language: Level III (Good Working Knowledge) English & Armenian, reading and speaking. (This will be tested)

Skills and abilities: Ability to exercise tact and good judgment in dealing with the public. Ability

to apply relatively complex regulations correctly. Ability to draft correspondence. Ability to work under continuous pressure.

A copy of the complete position description listing all duties and responsibilities is available at <https://www.usa.am/announce/visaasst.pdf> and in the Human Resources Office. Contact number: (37410) 49-42-00.

APPLICATION DEADLINE: August 10, 2017.