**İşçi Tələb Formu / Employee Request Form**

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| ***İşə götürən haqqında məlumat /Hiring manager information*** | | | | | |
| Biznes Blok/Business block | *PMO Department* | | | | |
| Əlaqələr/Contacts | *hr@bestcomp.net* | | | | |
| ***İş haqqında məlumat /Job information*** | | | | | |
| Vəzifə / Position | ***Project Manager*** | | | | |
| Tabe olacaq/Reported to | *PMO Director* | | | | |
| Tabe olanların sayı /Number of Subordinates | *None* | | | | |
| İşə başlama tarixi/Start date | *15.05.2020* | | | | |
| İş rejimi/Working schedule | Tam zamanlı/Full-time work | | | Yarı zamanlı /Part-time | |
| Növbə işi / Shift work | Birinci növbə  / Shift  1st | | | | |
| İkinci növbə  / Shift  2nd | | | | |
| İş yeri /Work location | ***Baku White City Office Building*** | | | | |
| İş günləri /Work days | *5 days* | | | | |
| İş saatı /Work hours | *8 hours* | | | | |
| Sınaq müddəti / Probation period | *3 months* | | | | |
| Ezamiyyətlər / Business trips | Bəli  / Yes | Xeyr  / No | | | |
| Əsas / Reason to hire | İşin həcmin artırılması ilə əlaqadar yeni ştat vahidin  açılması/  New unit opening due to increase of the volume of  work | | | | |
| İşçinin işdən azad edilməsi  / Replacement | | | | |
| Daxili vəzifə dəyişikliyi  / İnternal reorganization | | | | |
| ***Tələblər / Requirements*** | | | | | |
| Kompyuter bilikləri/Computer skills | MS Word  MS Excel  MS Power Point  MS Outlook  MS Project  Ms Visio  Digər / Other | | | | |
| Dil bilikləri/Languages | Azərbaycan  /Azerbaijani  Rus  /Russian  İnglis  /English  Digər / Other | | | | |
| Təhsil /Education | Ali /Graduate | | | | |
| Kollec / College | | | | |
| Tələb olunmur /Not required | | | | |
| Digər / Other | | | | |
| Zəruri olan təlimlər və sertifikatlar/Necessary trainings and certificates | *CAPM or PRINCE 2 or PMP certification is mandatory* | | | | |
| İş təcrübəsi /Work experience (həmin vəzifə üçün 5  Bacarıq və şəxsi keyfiyyətlər/5 skills and knowledge’s  required for this position as well as 5 PERSONAL  QUALITIES) | İş təcrübəsi / Work Experience  (illərdə göstərin, note in years) | | Bəli /  Yes | | Xeyr /  No |
| Bacarıq / Skills | | Şəxsi keyfiyyətlər /  Personal Qualities | | |
| * *Knowledge of Project Management (Methodologies Waterfall/Agile)* * *Requirements Analysis / Documentation* * *Good communications skills, with customers, team and stakeholders* * *2+ years’ experience managing IT and Telecom projects* * *Solid understanding of IT application and web development projects and concepts as they relate to business objectives* * *Strong analytical and problem-solving skills* * *Highly motivated, hands-on and results-oriented* * *Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service* * *Excellent verbal and written communication, presentation and prioritization skills* | | * *Attention to Details* * *Cooperation and Teamwork* * *Leadership and Control* * *Negotiation* * *Problem Solving* * *Flexibility* * *Personal Contact and Communication Skills* * *Positive Attitude* * *Strong Work Ethic* * *The ability to remain flexible and calm under pressure and in the face of a tight deadline* | | |
| Əsas vəzifə öhdəlikləri/ Main Job responsibilities | * *Manage IT and Telecom projects (initiating, planning, execution, monitoring, closing)* * *Oversees and has accountability for the successful completion of all aspects of the project* * *Ability to effectively communicate with all project sponsor and stakeholders* * *Practical experience gathering, identifying and documenting software and business requirements; including reviewing and evaluating project activities progress and results to ensure timelines are met* * *Critically evaluate information gathered from multiple sources and reconcile conflicts* * *Proven analytical skills while engaged in multiple initiatives simultaneously* * *Conducts project meetings and is responsible for project tracking and analysis, providing project status reports* * *Experience in running stories in a issues tracking software and management tools*   *Ensure additions and changes from original requirements are documented and disseminated to the client and work teams* | | | | |
| Əmək haqqı diapazonu / Salary range | ***1800-2000 net*** (net\gross) AZN  per week  per hour  per month  other | | | | |
| Təklif olunan Güzəştlər/Benefits offered | *Mobile numbers* | | | | |