

САМИМӢ ҚУТАЛОВЛАР

(Давоми. Боши 1-бетда).

**Ўзбекистон Республикаси
Президенти
Ислом Каримов Жаноби
Олийлари**

Жаноби Олийлари,
Мамлакатиниз Мустақиллиги куни муносабати билан Сиз, Жаноби Олийларига самимий табрикларимизни изҳор этишдан фояи мамнумиз.

Фурсатдан фойдаланиб, Сиз, Жаноби Олийларига мустаҳкам соглиг ва бахт-саодат, Ўзбекистон халқига эса давомий тараққиёт ва равнақ тилаймиз.

**Қобус бин САИД,
Уммон Султони.**

**Ўзбекистон Республикаси
Президенти
Ислом Каримов Жаноби
Олийлари**

Жаноби Олийлари,
Республикангиз Миллӣ куни муносабати билан Сиз, Жаноби Олийларини ва мамлакатингиз халқини Қатар Давлати халқи, ҳукумати ва шахсан ўз номидан самимий муборак болдган.

Фурсатдан фойдаланиб, Сиз, Жаноби Олийларига сиҳат-саломатлик, Ўзбекистон халқига эса осоишталик ва тараққиёт тилаймиз.

Камоли эҳтиром ила,

**Ҳамад бин Ҳалифа Ол СОНӢ,
Қатар Давлати Амири.**

**Ўзбекистон Республикаси
Президенти
Ислом Каримов Жаноби
Олийлари**

Мустақиллик куни муносабати билан Сиз, Жаноби Олийлари ва Ўзбекистон халқига эса даҳархонига халқиномидан самимий табриклар ва эзгу истаскаларимиз-

ни изҳор этишдан фояи мамнуман. Ўтган йиллар давомида мамлакатларни муртасида дўстона алоқалар ўрнатилганини таъкидлашдан курсандман ҳамда ушбу алоқаларни қулигуда Сиз билан ҳамжиҳатлиқда янада ривожлантириши сазй-ҳаракат қилишимга ишонч билдираман.

Фурсатдан фойдаланиб, Сиз, Жаноби Олийларига мустаҳкам соглиг ва бахт-саодат, Ўзбекистон халқига эса давомий тараққиёт ва равнақ тилаймиз.

**Ҳамад бин Иса Ол ҲАЛИФА,
Баҳрайн Подшоҳи.**

**Ўзбекистон Республикаси
Президенти
Ислом Каримов Жаноби
Олийлари**

Жаноби Олийлари,
Ўзбекистон Республикасининг Миллӣ куни муносабати билан Сиз Иордания Ҳошимийлар Подшоҳиги халқи ва ҳукуматномидан самимий табрикларимизни изҳор этишдан фояи мамнуман.

Фурсатдан фойдаланиб, Сиз, Жаноби Олийларига мустаҳкам сиҳат-саломатлик ва бахт-саодат, мамлакатнингизга эса давомий тараққиёт ва фаронвонлик тилаймиз.

**Абдуллоҳ ИККИНЧИ,
Иордания Подшоҳи.**

**Ўзбекистон Республикаси
Президенти
Ислом Каримов Жаноби
Олийлари**

Ўзбекистон Республикасининг Миллӣ байрами муносабати билан Швейцария Федерал Кенгаси ва шахсан ўз номидан Сиз, Жаноби Олийларига самимий табрик ва эзгу тилакларни изҳор этиб, Сизга сиҳат-саломатлик ва фаронвонлик ҳамда мамлакатнингизга эса давомий тараққиёт тилайmiz.

**Паскал КУШПЭН,
Швейцария Конфедерацияси Президенти.**

Адибга улкан эҳтиром

Асқад Мұхтор – XX аср

дәлабиетинин забардаст

намояндайларидан бирдір.

Унинг улқан байтасынан

билингитилген романлари, тे-

ран фалсафий тафқару билан

сугорилган шеърлари, жаҳон

адабиетидан нодир таржималари,

публицистикаси ва адаби-

такниқи асарларини халқимиз

ва унинг келгувши авлодлари учун

үнитилмас хазинадир. Асқад

Мұхтор ҳозирги адабиеттини

таникли ғамояндайларига ай-

ланган бир қатар ёзувчилар ва

шоирларнинг сезимили устизи.

Шу билан бирга, улкан адаб

ўзбек матбутии ривожига кат-

та таъсир кўрсатди. Истебъод

ҳар қандай ҳолатда ҳам истебъ-

одд эканлигини ёрқин избогт

иди.

Афуски, оғир қасалликка

чалинган адаб мустақиллик

дэврининг дастлаби ғимларидан

да вафт этиди. Аммо ҳудуди ши-

йилларда чуқур ҳәттӣ дунё-

кариши, янги фалсафий-майна-

вий ўйлар билан сугорилган

«Тундизалилар»нни яратди. Бу

нодир китобча бизларга Асқад

Мұхтордан сўнгти қимматли

ёлғарик бўйли колди.

Мустақил Ўзбекистон адаб

хотирагаси катта эҳтиром

кўрсатмоқда. Яқинда, Ўзбекис-

тон Мустақиллигининг шарап-

бозорларидан ёзувчиларидан

6 сентябрь куни Ресpubлика

бизларни ёзувчиларидан

шоирларни ёзувчиларидан

адабий таржимати, матбуотдаги

бизларни ёзувчиларидан

шоирларни ёз

ЎЗБЕКИСТОН РЕСПУБЛИКАСИ ФАНЛАР АКАДЕМИЯСИ

илемий-тадқиқот институтлари, илемий ишлаб чиқариш бирлашмалари ва марказлари ҳузуридаги аспирантура ва докторантураларига

2003 йилда фан ва техниканинг қуидаги мутахассисликлари бўйича ҚАБУЛ ЭЪЛОН ҚИЛАДИ

АКАДЕМИК ВСЕВОЛОД ИВАНОВИЧ РОМАНОВСКИЙ НОМИДАГИ МАТЕМАТИКА ИНСТИТУТИ

Аспирантурага: математик анализ; дифференциал тенгламалар; ёхимоллар назарияси ва математик статистика мутахассисликларига (кундузги бўлим).

Докторантурага: ёхимоллар назарияси ва математик статистика мутахассислигига.

Манзил: Тошкент шаҳри, Мирзо Улугбек тумани, Ф.Хўжаев кўчаси, 29-й.

Қабул комиссияси телефони: 162-73-57.

ЯДРО ФИЗИКАСИ ИНСТИТУТИ

Аспирантурага: назарий физика; қаттиқ жисм физикиса; атом ядроси ва элементар зарраралар физикиса; аналитик кимё мутахассисликларига (кундузги бўлим).

Докторантурага: қаттиқ жисм физикиса мутахассислигига.

Манзил: Тошкент шаҳри, Мирзо Улугбек тумани, Улугбек кўргони.

Қабул комиссияси телефони: 64-15-52.

АКАДЕМИК СОДИҚ АЗИМОВ НОМИДАГИ «ФИЗИКА-КУЁШ» ИЛЕМИЙ ИШЛАБ ЧИҚАРИШ БИРЛАШМАСИ ҚОШИДАГИ ФИЗИКА-ТЕХНИКА ИНСТИТУТИ

Аспирантурага: қаттиқ жисм физикиса; ярим ўтказгичлар ва дигерлар физикиса; атом ядроси ва элементар зарраралар физикиса; қайта тикланадиган энергия турларини ўзgartирши ва улар асосидаги курилмалар мутахассисликларига (кундузги бўлим).

Докторантурага: ярим ўтказгичлар ва дигерлар физикиса мутахассислигига.

Манзил: Тошкент шаҳри, Юнусобод тумани, F.Мавлонов кўчаси, 2-«Б» уй.

Қабул комиссияси телефони: 133-12-71.

АКАДЕМИК УБАЙ ОРИФОВ НОМИДАГИ ЭЛЕКТРОНИКА ИНСТИТУТИ

Аспирантурага: физикавий электроника мутахассислигига (кундузги бўлим).

Манзил: Тошкент шаҳри, Мирзо Улугбек тумани, Ф.Хўжаев кўчаси, 33-й.

Қабул комиссияси телефони: 162-79-40.

МИРZO УЛУГБЕК НОМИДАГИ АСТРОНОМИЯ ИНСТИТУТИ

Аспирантурага: астрофизика, радиоастрономия мутахассислигига (кундузги бўлим).

Докторантурага: астрофизика, радиоастрономия мутахассислигига.

Манзил: Тошкент шаҳри, Юнусобод тумани, Астрономия кўчаси, 33-й.

Қабул комиссияси телефони: 35-06-38.

ИССИҚЛИК ФИЗИКАСИ БЎЛИМИ

Аспирантурага: қаттиқ жисм физикиса; иссиқлики физикиса ва молекуляр физика мутахассисликларига (кундузги бўлим).

Докторантурага: иссиқлики физикиса ва молекуляр физика мутахассислигига.

Манзил: Тошкент шаҳри, Чилонзор тумани, Қатортол кўчаси, 29-й.

Қабул комиссияси телефони: 76-86-77.

«АКАДЕМАСБО» ИЛЕМИЙ ИШЛАБ ЧИҚАРИШ БИРЛАШМАСИ

Аспирантурага: физикавий электроника; оптика мутахассисликларига (кундузги бўлим).

Манзил: Тошкент шаҳри, Мирзо Улугбек тумани, Академиклар шаҳараси.

Қабул комиссияси телефони: 162-72-73.

АКАДЕМИК

МУҲАММАД ўРОЗБОЕВ НОМИДАГИ
МЕХАНИКА ВА ИНШООЛТАРНИНГ
СЕЙСМИК МУСТАҲКАМЛИГИ ИНСТИТУТИ

Аспирантурага: деформацияланувчи қаттиқ жисм механикаси; приборлар ва аппаратуралар, машиналар динамикаси ва мустаҳкамлиги; механизмлар ва машиналар назарияси мутахассисликларига (кундузги бўлим).

Манзил: Тошкент шаҳри, Мирзо Улугбек тумани, Академиклар шаҳараси.

Қабул комиссияси телефони: 162-71-32.

АКАДЕМИК

ИМРАН МУҲАММАД САДИК НОМИДАГИ
СЕЙСМОЛОГИЯ ИНСТИТУТИ

Аспирантурага: геофизика мутахассислигига (кундузги бўлим).

Манзил: Тошкент шаҳри, Мирзо Улугбек тумани, Н.Хожибов кўчаси, 49-й.

Қабул комиссияси телефони: 162-65-16.

АКАДЕМИК ҲАБИБ АБДУЛЛАЕВ НОМИДАГИ ГЕОЛОГИЯ ВА ГЕОФИЗИКА ИНСТИТУТИ

Аспирантурага: умумий ва минтақавий геология мутахассислигига (кундузги бўлим).

Манзил: Тошкент шаҳри, Мирзо Улугбек тумани, Н.Хожибов кўчаси, 49-й.

Қабул комиссияси телефони: 162-56-60.

АКАДЕМИК ҲАНИ МАВЛОНОВ НОМИДАГИ СЕЙСМОЛОГИЯ ИНСТИТУТИ

Аспирантурага: геофизика мутахассислигига (кундузги бўлим).

Манзил: Тошкент шаҳри, Шайхонтоҳур тумани, М-12, Ҳуршид кўчаси, 3-й.

Қабул комиссияси телефони: 41-51-70, 41-52-00.

МИКРОБИОЛОГИЯ ИНСТИТУТИ

Аспирантурага: микробиология; биотехнология мутахассислигига (кундузги бўлим).

Манзил: Тошкент шаҳри, Шайхонтоҳур тумани, А.Кодирий кўчаси, 7-«Б» уй.

Қабул комиссияси телефони: 144-25-19.

«БОТАНИКА» ИЛЕМИЙ ИШЛАБ ЧИҚАРИШ МАРКАЗИ

Аспирантурага: ботаника мутахассислигига (кундузги бўлим).

- ходимларни ҳисобга олиш шахсий варақаси ва таржиман ҳол;

- иш жойидан тавсифнома (бошқа ташкилотлардан юбориладиган шахслар учун тавсиянома);

- ёълон қилинган илемий ишлари ва ихтиорлари рўйхати (белгиланган шакл бўйича);

- илемий ишлари зъюн қилинмаган шахслар танланган мутахассисликлар бўйича илемий маърузалар (рефератлар) тақдим этадилар;

- аспирантурага бевосита олий ўқув юртни тутганидан кейин тавсия этилган мутахассисликлар учун олий ўқув юрти (факультети) илемий кенгаши мажлисингин байданин кўйирма;

- олий ўқув юртни тутганидан кўйирма;

- кириш имтиҳонларининг топширилганлиги (бор бўлса) тўғрисидаги тувоҳнома;

- меҳнат дафтарчасидан кўйирма;

- 086 шаклдаги тиббий маълумотнома.

КИРУВЧИ МУТАХАССИСЛАР ҚАБУЛ КОМИССИЯСИ РАСИС НОМИДАГИ ҚУЙИДАГИ ХУЖЖАТЛАРНИ ИЛОВА ҚИЛГАН ҲОЛДА АРИЗА БЕРАДИЛАР:

- ходимларни ҳисобга олиш шахсий варақаси ва таржиман ҳол;

- иш жойидан тавсифнома (бошқа ташкилотлардан юбориладиган шахслар учун тавсиянома);

- ёълон қилинган илемий ишлари ва ихтиорлари рўйхати (белгиланган шакл бўйича);

- илемий ишлари зъюн қилинмаган шахслар танланган мутахассисликлар бўйича илемий маърузалар (рефератлар) тақдим этадилар;

- аспирантурага бевосита олий ўқув юртни тутганидан кейин тавсия этилган мутахассисликлар учун олий ўқув юрти (факультети) илемий кенгаши мажлисингин байданин кўйирма;

- олий ўқув юртни тутганидан кўйирма;

- кириш имтиҳонларининг топширилганлиги (бор бўлса) тўғрисидаги тувоҳнома;

- меҳнат дафтарчасидан кўйирма;

- 086 шаклдаги тиббий маълумотнома.

Паспорт ва ҳарбий хизматга алоқадорлик ҳақидаги ҳужжат шаҳсан кўрсатилади.

Бошқа шаҳарлардан келган мутахассислар аспирантлар ёткоҳонасада жой билан таъминланадилар.

Аспирантурага 30 ёшгача белгиланган олий маълумотли мутахассислар ва магистрлар ҳамда олий ўқув юртлари, илемий мусассасалар, ўрта мактаблар, коллеж ва лицеийларни ишловчи иктидорли ўқитувчilar қабул қилинади.

Аспирантурага кириш истагини билдириган ёш мутахассислар олий ўқув юртни тутганидан кейин тавсия этилган мутахассисликлар бўйича камидан бир йиллик амалий иш тажрибасига эга бўлышлари шарт.

Аспирантурага кириш истагини билдириган ёш мутахассислар олий ўқув юртни тутганидан кейин тавсия этилган мутахассисликлар бўйича камидан бир йиллик амалий иш тажрибасига эга бўлышлари шарт.

Номзодлик имтиҳонларини қисман ёки тўлалиги таъминланадиган шахслар, агар номзодлик имтиҳонларини топшириган кундан 5 йил ўтмаган бўлса, аспирантурага киришда имтиҳонларни топширишдан озод этиладилар.

Хорижий давлатлар фуқаролари Фанлар академия-

Докторантурага: ботаника мутахассислигига.

Манзил: Тошкент шаҳри, Мирзо Улугбек тумани, Ф.Хўжаев кўчаси, 32-й.

Қабул комиссияси телефони: 162-70-65.

БИОКОМІЙ ИНСТИТУТИ

Аспирантурага: биокомій ҳужайра биология мутахассисликларига (кундузги бўлим).

Докторантурага: биокомій мутахассислигига.

Манзил: Тошкент шаҳри, Мирзо Улугбек тумани, А.Абдуллаев кўчаси, 56-й.

Қабул комиссияси телефони: 162-24-41.

ФИЗИОЛОГИЯ ВА БИОФИЗИКА ИНСТИТУТИ

Аспирантурага: биофизика; одам ҳаёнилорни тутганидан кейин тавсия этилган мутахассисликларига (кундузги бўлим).

Манзил: Тошкент шаҳри, Собир Раҳимов тумани, А.Ниёзов кўчаси, 1-й.

Қабул комиссияси телефони: 46-95-17.

ЗОМОНАВИЙ ИНФОРМАЦИОН ТЕХНОЛОГИЯЛАР ИЛЕМИЙ МАРКАЗИ ҚОШИДАГИ КИБЕРНЕТИКА ИНСТИТУТИ

Аспирантурага: техник тизимларда бошқарув; илемий талқиотларни тутганидан кейин тавсия этилган мутахассисликларига (кундузги бўлим).

Манзил: Тошкент шаҳри, Мирзо Улугбек тумани, А.Абдуллаев кўчаси, 34-й.



UNICEF CARK UZBEKISTAN VACANCY

Senior National Professional Officer - Health Programme, Level - 3

The United Nations Children's Fund (UNICEF) CARK in the Republic of Uzbekistan has an open vacancy for Senior National Professional Officer to the programme section of the office. UNICEF within its mandate provides support to the state to improve the well being of women and children through the current Country Programme of Cooperation between the Government of Uzbekistan and UNICEF. The incumbent is expected to work as part of an international and national multi-disciplinary team under the direct guidance and supervision of the UNICEF Programme Coordinator. Responsibilities include designing, managing, implementing and monitoring of the Maternal and Child Survival, Protection and Development programme, with a particular focus on assisting the state in overall public health reforms involving early child survival, safe immunization, micronutrient malnutrition and integrated management of childhood diseases.

Qualifications/Requirements

Education:	Advanced University Degree in Social Sciences, Public Health or Medicine.
Work Experience:	At least five to seven years professional work experience in the area of health, immunization, safe motherhood and breast feeding and micronutrients. At least two years experience should be in supervisory/managerial positions.
Languages: Other skills and attributes:	Fluency in English, Russian and Uzbek. Good judgement, initiative and a high sense of responsibility, together with organizational, negotiating, and analytical skills. Good report-writing skills. Supervisory and managerial skills. Knowledge of latest developments and technology in the field of child enrichment. Knowledge of computer management and applications. Ability to work in an international and multicultural environment. Proficiency in data processing is an added advantage.

Project Assistant Health Programme, General Service Level - 5

The United Nations Children's Fund (UNICEF) CARK in the Republic of Uzbekistan has an open vacancy for Project Assistant for Mother and Child Survival, Protection and Development Programme. UNICEF within its mandate provides support to the state to improve the well being of women and children through the current Country Programme of Cooperation between the Government of Uzbekistan and UNICEF. The Project Assistant is expected to work as part of an international and national multi-disciplinary team under the direct guidance and supervision of the National Professional Officer with responsibilities for assisting in gathering a variety of information, monitoring; technical and administrative services in support of programme activities; planning and conducting necessary orientation training to partner agencies and counterparts; and undertaking regular field visits to project sites to monitor progress.

Qualifications/Requirements

Education:	Completion of secondary education, preferably supplemented by technical or university courses in a field related to the post.
Work Experience:	Three years of progressively responsible clerical or administrative work, of which at least one year was closely related to support of programme activities.
Languages: Other skills and attributes:	Fluency in English, Russian and Uzbek. Current knowledge of development issues and policies, together with social/ programme policies and procedures in international development co-operation. Ability to research, analyse, evaluate and synthesise information. Ability to express clearly and concisely ideas and concepts in written and oral form. Ability to work as a part of a team. Ability to draft routine correspondence independently. Knowledge of Computer programmes.

National Professional Officer Early Childhood Development, Level - 1

The United Nations Children's Fund (UNICEF) CARK in the Republic of Uzbekistan has an open vacancy for National Professional Officer to the programme section of the office. UNICEF within its mandate provides support to the state to improve the well being of women and children through the current Country Programme of Cooperation between the Government of Uzbekistan and UNICEF. The incumbent is expected to work as part of an international and national multi-disciplinary team under the direct guidance and supervision of the National Professional Officer in Child Enrichment Programme. Responsibilities include designing, managing, implementing and monitoring of the Early Childhood Development component of the Child Enrichment Programme, with a primary focus on assisting the state in the defining of priority areas for early childhood development (age 0-3), involving creative approaches for improving physical as well as cognitive and emotional development.

Qualifications/Requirements

Education:	University Degree in Social Sciences or Psychology or Education or Health.
Work Experience:	At least two to three years professional work experience in planning and administration of social development programmes including data collection and analysis.
Languages: Other skills and attributes:	Fluency in English, Russian and Uzbek languages. Good judgement, initiative and high sense of responsibility, together with organizational, negotiating, and analytical skills. Good report-writing skills. Knowledge of latest developments and technology in the field of child enrichment. Knowledge of computer management and applications. Ability to work in an international and multicultural environment. Proficiency in data processing is an added advantage.

National Professional Officer Child Enrichment, Level - 2

The United Nations Children's Fund (UNICEF) CARK in the Republic of Uzbekistan has an open vacancy for National Professional Officer to the programme section of the office. UNICEF within its mandate provides support to the state to improve the well being of women and children through the current Country Programme of Cooperation between the Government of Uzbekistan and UNICEF. The incumbent is expected to work as part of an international and national multi-disciplinary team under the direct guidance and supervision of the UNICEF Programme Coordinator. Responsibilities include designing, managing, administrating and monitoring the Child Enrichment programme with a particular focus on the cross-cutting education issues from early childhood, basic education, hygiene and sanitation at schools to the adolescents peer education activities. There is an emphasis on girls education, together with particular attention to the inclusion of vulnerable children and children with disabilities into the mainstream education.

Qualifications/Requirements

Education:	University Degree in Social Sciences, Psychology or Education.
Work Experience:	At least four to five years professional work experience in the area of Child Development and Education, preferably in early childhood care, basic education, curriculum development and teacher training. At least two years experience should be in supervisory/managerial positions.
Languages: Other skills and attributes:	Fluency in English, Russian and Uzbek languages. Good judgement, initiative and a high sense of responsibility, together with organizational, negotiating, and analytical skills. Good report-writing skills. Supervisory and managerial skills. Knowledge of latest developments and technology in the field of child enrichment. Knowledge of computer management and applications. Ability to work in an international and multicultural environment. Proficiency in data processing is an added advantage.

National Professional Officer Young People's Wellbeing, Level - 2

The United Nations Children's Fund (UNICEF) CARK in the Republic of Uzbekistan has an open vacancy for National Professional Officer to the programme section of the office. UNICEF within its mandate provides support to the state to improve the well being of women and children through the current Country Programme of Cooperation between the Government of Uzbekistan and UNICEF. The incumbent is expected to work as part of an international and national multi-disciplinary team under the direct guidance and supervision of the UNICEF Programme Coordinator and will have responsibilities for designing, managing, administration and monitoring of the Young People's Well-being Programme. A particular focus is on assisting the state in defining the priority areas for young people's well being, youth participation and protection of vulnerable children.

Qualifications/Requirements

Education:	University Degree in Social Sciences, Psychology, Education or Health.
Work Experience:	At least four to five years professional work experience in programming and promoting HIV/AIDS awareness and healthy life-styles and well being among youth and adolescents including mobilisation of youth participation and/or in the field of juvenile justice, child protection or social welfare. At least two years experience should be in supervisory or managerial positions.
Languages: Other skills and attributes:	Fluency in English, Russian and Uzbek languages. Good judgement, initiative and a high sense of responsibility, together with organizational, negotiating, and analytical skills. Good report-writing skills. Supervisory and managerial skills. Knowledge of latest developments and technology in the field of child enrichment. Knowledge of computer management and applications. Ability to work in an international and multicultural environment. Proficiency in data processing is an added advantage.

Project Assistant Young People's Wellbeing Programme, General Service Level - 5

The United Nations Children's Fund (UNICEF) CARK in the Republic of Uzbekistan has an open vacancy for Project Assistant for Young People's Wellbeing Programme. UNICEF within its mandate provides support to the state to improve the well being of women and children through the current Country Programme of Cooperation between the Government of Uzbekistan and UNICEF. The Project Assistant is expected to work as part of an international and national multi-disciplinary team under the direct guidance and supervision of the National Professional Officer. Responsibilities include assisting in gathering a variety of information; monitoring, technical and administrative services in support of programme activities; and planning and conducting necessary orientation training to partner agencies and counterparts: all within the scope of the Young people's well being programme.

Qualifications/Requirements

Education:	Completion of secondary education, preferably supplemented by technical or university courses in a field related to the post.
Work Experience:	Three years of progressively responsible clerical or administrative work, of which at least one year was closely related to support of programme activities.
Languages: Other skills and attributes:	Fluency in English, Russian and Uzbek. Current knowledge of development issues and policies, together with social/ programme policies and procedures in international development co-operation. Ability to research, analyse, evaluate and synthesise information. Ability to express clearly and concisely ideas and concepts in written and oral form. Ability to work as a part of a team. Ability to draft routine correspondence independently. Knowledge of Computer programmes.

National Professional Officer - Programme Communication, Level - 2

The United Nations Children's Fund (UNICEF) CARK in the Republic of Uzbekistan has an open vacancy for National Professional Officer to the programme section of the office. UNICEF within its mandate provides support to the state to improve the well being of women and children through the current Country Programme of Cooperation between the Government of Uzbekistan and UNICEF. The incumbent is expected to work as part of an international and national multi-disciplinary team under the direct guidance and supervision of the UNICEF Head of the Office for Uzbekistan. Responsibilities include identifying, developing and implementing information strategies and materials, advocacy strategies, enlisting support of various professional groups, liaising with the media, responding to CRC issues, launching different Programme Communication activities, involvement in fund raising activities. Furthermore, the incumbent is expected to identify the need for information material, manage their production, facilitate its distribution to target audiences, identify nationally known public personalities and organize special events, etc.

Qualifications/Requirements

Education:	University Degree in Communication or Journalism or Public Relations.
Work Experience:	At least four to five years of professional work experience in information and communications related to social development at national and international levels. At least two years experience should be in supervisory/managerial positions.
Languages: Other skills and Attributes:	Fluency in English, Russian and Uzbek. Good judgement, initiative and a high sense of responsibility, together with organizational, negotiating, and analytical skills. Good report-writing skills. Supervisory and managerial skills. Knowledge of latest developments and technology in the field of communication. Knowledge of computer management and applications. Ability to work in an international and multicultural environment. Proficiency in data processing is an added advantage.

Administrative & Human Resources Assistant, General Service Level - 6

The United Nations Children's Fund (UNICEF) CARK in the Republic of Uzbekistan has an open vacancy for Admin./HR Assistant to the Operations Unit of the Office. UNICEF within its mandate provides support to the state to improve the well being of women and children through the current Country Programme of Cooperation between the Government of Uzbekistan and UNICEF. The Admin./HR Assistant is expected to work as part of an international and national multi-disciplinary team under the direct guidance and supervision of the UNICEF Operations Officer for Uzbekistan. The main responsibilities of the incumbent are arranging day to day personnel and administrative support services in processing entitlements, appointments, extension, record keeping of documents, processing contracts for different categories of appointments, processing visas, security clearance, travel support, accreditation and other administrative services. The incumbent will also be responsible for maintaining personnel and other confidential files with regard to office recruitment; drafting non-substantive correspondence; and maintaining policy and general operations management files.

Qualifications/Requirements

Education:	Completion of Secondary education. Any certificate of training in management and/or HR is an advantage.
Work Experience:	At least three years of general relevant work in areas of Administration or, HR preferably in an International organization.
Languages: Other skills and attributes:	Fluency in English, Russian and Uzbek languages. Ability to prioritize and organize work assignments. Work harmoniously with colleagues and be co-operative in assisting others during times of peak workload. Keeping, maintaining and regularly updating personal files. A positive and pleasant disposition in undertaking work responsibilities. Sufficient English skills in order to be able to draft routine correspondence independently.

Supply Assistant, General Service Level - 5

The United Nations Children's Fund (UNICEF) CARK in the Republic of Uzbekistan has an open vacancy for Supply Assistant to the Operations Unit of the Office. UNICEF within its mandate provides support to the state to improve the well being of women and children through the current Country Programme of Cooperation between the Government of Uzbekistan and UNICEF. The Supply Assistant is expected to work as part of an international and national multi-disciplinary team under the direct guidance and supervision of the UNICEF Operations Officer for Uzbekistan. Responsibilities include arranging of offshore procurement and local supplies, ensuring adherence to the procurement rules and regulations, maintaining all relevant supply documents, processing related shipping/custom clearance*and transportation, scrutinizing invoices, reviewing contractual arrangements with local supplies of the goods and services. The incumbent will also be responsible for research for suppliers; preparation of appropriate bidding documents, convening of Contract Review Committee meetings and follow up with suppliers for quality and timely delivery; overseeing distribution plans; maintenance of proper documentation for reference and audit trail; drafting non-substantive correspondence; and maintaining policy and general operations management files.

Qualifications/Requirements

Education:	Completion of secondary education preferably supported by technical or university courses in supply management.
Work Experience:	Three years of progressively responsible supply / logistics work, of which at least one year was closely related to support of programme activities.
Languages: Other skills and attributes:	Fluency in English, Russian and Uzbek. Ability to express clearly and concisely ideas and concepts in written and oral form. Good communication and negotiating skills. Proven knowledge of computer management and applications. Knowledge of local custom procedures/formalities, and related laws. Ability to work in an international and multi-cultural environment. Ability to draft routine correspondence independently.

Information Technology Assistant, General Service Level - 6

The United Nations Children's Fund (UNICEF) CARK in the Republic of Uzbekistan has an open vacancy for IT Assistant to the Operations Unit of the Office. UNICEF within its mandate provides support to the state to improve the well being of women and children through the current Country Programme of Cooperation between the Government of Uzbekistan and UNICEF. The IT Assistant is expected to work as part of an international and national multi-disciplinary team under the direct guidance and supervision of the UNICEF Operations Officer for Uzbekistan. The incumbent will be responsible for administering the office multi-user network, data and telecommunication facilities, the installation of PCs, support and continuous monitoring and administering of the VHF/HF equipment as per UNICEF Global standards, administering of user access and data security of the network, trouble shooting of hardware or software, supporting overall functioning of the system and interaction with the Area/Regional Office and with HQ on ProMs and other system related issues.

Qualifications/Requirements

Education:	Complete secondary education, preferably supplemented by technical or university level courses in computer science. Training in information system and telecommunication.
Work Experience:	Six years progressively responsible experience in computer information management work, including two to three years in data processing applications, database, multi-user network and telecommunications, hardware/software installation, user assistance and end-user documentation in support of office computerisation.
Languages: Other skills and attributes:	Good working knowledge of English, Russian and Uzbek. Knowledge of the overall design and operating principles of related computer system in the organisation. Knowledge of more than one programming language, microcomputer technology and Window NT operating system. Ability to analyse the needs of the office and functions, and skills to design and implement efficient office computerisation.

Professional Driver, General Service Level - 2

