

**Person Specification**

|                             | <b>Essential</b>   | <b>Desirable</b>  | <b>Assessment stage</b>  |
|-----------------------------|--|---|--|
| <b>Behaviours</b>           | <ol style="list-style-type: none"> <li>1. Connecting with others (essential)</li> <li>2. Being accountable (essential)</li> <li>3. Making it happen (essential)</li> <li>4. Working together (essential)</li> <li>5. Creating a shared purpose (essential)</li> <li>6. Shaping the future (essential)</li> </ol> |   | (items 1 to 4)<br>Interview +<br>shortlisting  |
| <b>Skills and Knowledge</b> | <ul style="list-style-type: none"> <li>• Fluent Armenian (C2) and English (Level B2 and above)</li> <li>• Computer skills (Word, Excel, PPt, Web Survey)</li> <li>• Educational background in a relevant field (English teaching/Literature/public communications)</li> </ul>                                    | <ul style="list-style-type: none"> <li>• Understanding potential markets/customers</li> </ul>   | English Language Proficiency test (upon Necessity)<br><br>Computer Literacy Questionnaires |
| <b>Experience</b>           | <ul style="list-style-type: none"> <li>• Working in an office environment</li> </ul>   | <ul style="list-style-type: none"> <li>• Understanding the basic financial processes</li> </ul> | Short listing & Interview  |
| <b>Qualifications</b>       | <ul style="list-style-type: none"> <li>• University degree (the 3<sup>rd</sup> or 4<sup>th</sup> year Bachelors or Master's students)</li> </ul>   |   | Short listing  |