

**Strengthening the institutional capacity of the Ministry of Education of the Republic of Azerbaijan**

**Period of implementation:** 01.10.2018 - 31.10.2020

**EaP countries:**  
Azerbaijan

**EU contribution:** € 1 000 000

**Total budget:** € 1 000 000

**Implementing organisation(s):**  
EPRD Sp. z o.o.



**Social media account links:**  
NA

**Project website:** NA

**Project description:**

The project aims at strengthening the institutional capacity of the Ministry of Education (MoE) to manage, monitor and support the process of the Education Sector Reform.

Within the project the operational structure of the HR Department has been reviewed and the workload assessment of the HR Department and scope of work of its divisions conducted. The proposals on modernisation/optimisation have been provided to the beneficiary.

The project has also prepared the functional analysis of the Ministry of Education, reviewed and commented on the statutes of its departments and prepared recommendations on their updates. Finally, the Guide into the job descriptions including best practice examples and comments on job descriptions has been developed.

The second project component focussed on building capacities of the Ministry's staff as well as staff of its subordinate units (mainly HR staff). A series of training sessions has been delivered following the detailed training needs analyses. The project also updated existing and developed new HRM and Administration guidelines within the Ministry of Education.

**Expected results:**

- Institutional & Operational Capacity needs of the HR Department of MoE identified and addressed;
- Statutes of the departments within MoE and job descriptions and requirements for all positions are reviewed and properly updated;
- Professional and managerial capabilities of the HR Department staff improved;
- Professional and managerial capabilities of the HR staff of MoE subordinated units/institutions are improved;
- Procedures, Guidelines and Internal Policies required for the management and administration of the Human Resources, in line with the provisions of the Civil Service Law are developed and tested;
- Capacity building needs of the staff in the Headquarter of the MoE identified and addressed.