

STATUTE OF THE HUMAN RESOURCES DEPARTMENT
OF THE STATE OIL FUND OF THE REPUBLIC OF AZERBAIJAN

1. GENERAL PROVISIONS

- 1.1. The Human Resources Department (the Department hereafter) is a structural unit of the State Oil Fund of the Republic of Azerbaijan (the Fund hereafter).
- 1.2. The Department is guided by the Constitution of the Republic of Azerbaijan, the laws of the Republic of Azerbaijan, the decrees and orders of the President of the Republic of Azerbaijan, the “Statute of the State Oil Fund of the Republic of Azerbaijan”, the decrees and orders of the Fund, as well as this Statute in its activities.
- 1.3. The Department operates in collaboration with other structural units of the Fund in fulfilling the functions identified by this Statute.

2. THE MAIN OBJECTIVE OF THE ACTIVITIES OF THE DEPARTMENT

The main objective of the activities of the Department is the formation, development and maintenance of human capital serving the sustainable dynamic development of the Fund in accordance with the policy of Human Resources Management (HRM hereafter) in the Fund and strategic targets of the Fund.

3. THE FUNCTIONS OF THE DEPARTMENT

The Department has the following functions:

- 3.1. Provision of human resources planning in accordance with the objective, mission, and development strategies and directions of the Fund;
- 3.2. Preparation, arrangement and application of the training strategy with the purpose of forming human capital and achieving the permanent development of employees in accordance with strategic objectives of the Fund;
- 3.3. Implementation of relevant measures related to the evaluation of performance, motivation and career growth (depending on structural divisions, changes in salary and position may be applied within 1-3 years and 3-5 years, respectively) of the Fund employees.

4. THE RESPONSIBILITIES OF THE DEPARTMENT

Department carries out the following responsibilities for the sake of performing functions established by this Regulation:

- 4.1. to explore and analyse labor market periodically;
- 4.2. to develop and improve job requirements on recruitment for all available positions in the Fund;
- 4.3. to study internal and external resources and attract qualified candidates for staffing available vacancies, according to the determined employee needs;
- 4.4. to provide the implementation of all recruitment operations – reviewing applications, conducting interview and testing procedures.
- 4.5. to manage the recruitment test questions database and update periodically;
- 4.6. to manage the candidates database;
- 4.7. to organize summer internship process for graduates and students;

- 4.8. to develop and improve the job responsibilities of employees;
- 4.9. to form, update and control HRM information base;
- 4.10. to maintain personnel files of the Fund employees, implement documentation and staff-registration work;
- 4.11. to conduct the documentation of labor contracts, career growth, motivation, disciplinary measures of the Fund employees and other related steps;
- 4.12. to prepare decrees on appointment and dismissal, as well as position change of the Fund employees;
- 4.13. to prepare proposals on sending staff members to trainings and business trips for professional development and carry out related documentation;
- 4.14. to archive personnel files in the Fund, and prepare documents for submission to state protection after the expiry of legally mandated record retention period,;
- 4.15. to draw up staff schedules of the Fund employees and make relevant amendments and annexes;
- 4.16. to prepare and regularly update policy and procedures related to the business processes of the Human Resources Department;
- 4.17. to implement relevant actions with regards to the insurance of employees;
- 4.18. to prepare and issue corresponding references to the Fund employees;
- 4.19. to establish and regularly update the database of the Fund employees;
- 4.20. to conduct surveys on the business process and activities of the Department, prepare reports and plans in connection with the results;
- 4.21. to prepare legal documents, reports and information related to HRM and submit to the management of the Fund;
- 4.22. to prepare monthly and annual strategies and activity plan of the Department.

5. ORGANIZATION OF THE OPERATIONAL PROCESS OF THE DEPARTMENT

- 5.1. The organizational structure and the number of employees of the Department is determined by the Executive Director of the Fund.).
- 5.2. The operations of the Department are overseen by the Director of the Department. The Director of the Department is appointed and dismissed from his position by the Executive Director of the Fund. The Director of the Department bears personal responsibility for the accomplishment of the responsibilities assigned to the Department.
- 5.3. The Director of the Department:
 - 5.3.1. Allocates work the employees under his/her supervision, coordinates their activities and monitors the execution of duties and oversees employee discipline in the workplace;
 - 5.3.2. Informs the management of the Fund on important issues about the activities of the Department;
 - 5.3.3. Provides the management of the Fund with proposals regarding the enforcement of appropriate incentives and disciplinary measures for the employees of the Department;
 - 5.3.4. Ensures the review of incoming letters, requests, complaints and proposals in accordance with the legislation;
 - 5.3.5. Ensures the execution of the clerical work of the Department;
 - 5.3.6. Represents the Department.
- 5.4. In the case of absence of the Department Director, his/her duties are delegated to one of the employees within the Department.

5.5. The employees of the Department are appointed and dismissed from the position by the Executive Director.