

Vacancy Announcement

Project Assistant

July 20th, 2023

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GIZ Office Kazakhstan would like to announce a new vacant position in the capacity of Project Assistant in the project "Preventing Violent Extremism in Central Asia".

The prevention of violent extremism (PVE) is an extensive task for state actors and society as a whole. Therefore, the project uses conflict prevention and gender-sensitive methods to work together with the state and civil society in Kazakhstan, Uzbekistan, and Tajikistan to curb violent extremism.

As part of this, stakeholders develop appropriate preventive measures and implement corresponding national strategies. The respective approaches are adapted to the needs and conditions of the three countries. At the same time, the project promotes regional cooperation around this issue.

The labor contract is offered until 31.10.2023 with possible further extension.

Duty station: Almaty, Kazakhstan

Application deadline: 30.07.2023

Responsibilities

- providing support in organizing events and meetings, workshops and seminars, and other activities within the frameworks of the project;
- preparing and providing equipment etc. required for events in consultation with the responsible person;
- arranging accommodation, transfers for project staff, short-term experts, visitors;
- ensuring visa support for project staff members, partners, and participants of project activities;
- procuring tickets for domestic and international business trips for project staff;
- checking travel expense statements of staff and partners for approval by the superior;
- preparation and conclusion of participation agreements with invited participants;
- assisting with the preparation of contracts with local experts, consulting companies (hotels, catering) within set value limits;
- maintaining the inventory list for the project;
- processing the local subsidies contracts and support the partners during the application;
- processing, preparing, and checking vouchers, invoices, receipts, accounting documentations etc. for completeness and correctness;
- procurement of goods and services for project-related activities in close cooperation with the procurement department;
- assisting in the representation of the project in the social media, project website, and other public media;
- contributing to the conceptual development of the project through finding information, researching, and writing;
- copying and scanning of required documents as needed;
- interpretation and translation when required;
- performing other duties and tasks upon the request of management

Required qualifications, competences and experience

- University degree in business administration or related area
- At least 3 years of work experience in a comparable position
- Good working knowledge of IT technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office);
- Fluency in spoken and written Russian and English language, good spoken and written in German and Kazakh languages would be an asset;

GIZ is a signatory of the Diversity Charter. Recognition, appreciation and inclusion of diversity in the company are important to us. All employees shall be valued - regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability, age or sexual orientation.

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- Good management and organizational skills;
- Ability to work in diverse environment;
- Good time management skills and stress resistance;
- Outstanding communication skills.

Interested candidates should send their motivation letter and CV (English) not later than 30.07.2023 to e-mail shiringul.karimova@giz.de indicating vacancy name in the title.

Applications without a motivation letter will not be considered.

Only short-listed candidates will be invited to an interview.

The incumbent should be ready to start in August.