

PUBLIC

Vacancy Announcement

Project Assistant



July 31st, 2025

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GIZ Office Kazakhstan would like to announce the extension of the application deadline for the new vacant position in the capacity of Project Assistant in the project “Renewable Energy in Central Asia”.

On behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ), GIZ implements the programme “Renewable Energy in Central Asia”. The project is co-financed by the EU. The overall objective of the programme is to enhance the conditions and regional cooperation for integration and expansion of renewable energy sources (RES) at national and regional levels in Central Asia (CA). The programme has multidimensional and multilevel character as it cooperates with state and non-governmental institutions at various levels and works in close coordination with other international organizations in CA, particularly with the European Union.

Duty station: Astana, Kazakhstan

Application deadline: 15.08.2025

Responsibilities

Office Management

- Management of incoming and outgoing correspondences of the project;
- Reception of project's visitors;
- Procurement of office materials and other small procurement up to 1000 Euro.

Technical project support

- Participation in and organization of internal and external meetings as well as workshops (if not in the competencies of the Service Unit) on the fieldwork process or other project activities including preparing and providing equipment etc. required for meetings in consultation with team, and assisting in documenting these;
- Assistance with monitoring and evaluation processes for materials collection and documentation;
- Assistance with PR materials preparation and collection for the project like providing draft inputs, preparing photos from events, collecting data (figures e.g.) necessary for PR, etc.;
- Assistance with partner communications through drafting/translating letters and verbal contact;
- Ensuring good communication and flow of information within the project and with the GIZ office.

Organizational, logistic and administrative assistance tasks

- Assisting in arranging accommodation, transfers for project staff, experts, visitors, if it is not in the competence of the Service Unit;
- Assisting the country office with visa processes for project staff members and partners;
- Preliminary preparation of documents (e.g. contracts with local experts, vendors) for submission to the service unit or country office;
- Assisting with the preparation of other administrative documentation;
- Copying and scanning of documents as needed;
- Providing support to project staff in the preparation and quality control of travel claim documents prior to

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submission when requested.

Other Duties/ Additional Tasks

- Help to create and maintain a filing system for the project, treats information confidentially, specifically sensitive information;
- Interpretation and translation Russian/Kazakh - English (written and verbal) when needed;
- Where appropriate and reasonable, the position holder performs other duties and tasks upon the request of management.

Required qualifications, competences and experience

- University degree in business administration, social and human sciences, economics, law, international relations or in the project related area
- At least 3 years of work experience in a comparable position
- Good working knowledge of IT technologies (related software, phone, email, the internet) and computer applications (e.g. MS Office)
- Fluency in spoken and written Russian and English languages, good spoken and written in Kazakh and German languages would be an asset
- Good organizational and time-management skills
- Outstanding communication skills
- Experience in organizational project support

Interested candidates should send their motivation letter, CV in English, and references (if available) not later than 15.08.2025 to E-mail shiringul.karimova@giz.de indicating the position name in the title of the Email.

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-September.

IMPORTANT: By submitting your application documents to us you consent and give us permission to collect, store, process, and cross-border transfer your personal data.

ВАЖНО: Предоставляя нам свою заявку по данной вакансии, Вы соглашаетесь и даете нам разрешение на сбор, хранение, обработку и трансграничную передачу Ваших персональных данных.

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