

# Administrative / Programme Assistant



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Salary: According to the interview results  
Location: Bishkek  
Type of involvement: full time

## ПРООН в Кыргызской Республике

### Address

г. Бишкек, 720040, Проспект Чуй 160

### Web

<http://www.kg.undp.org/content/kyrgyzstan/ru/home.html>

## Information

### Common information

#### Background

Starting from January 2011, as per decision of the Country Multisectoral Coordination Committee (CMCC) and the Global Fund to Fight AIDS, TB and Malaria (GFATM), the United Nations Development Programme in Kyrgyzstan became Principal Recipient (PR) of the Global Fund's grants. UNDP set up Grants Implementation Unit responsible for implementation of GFATM grants in Kyrgyzstan for which UNDP is a PR. The Unit includes various programme, procurement, finance, M&E and support staff.

Under the guidance and supervision of the Programme Manager and/or HIV/TB Programme Coordinator/ Deputy Programme Manager, the Administrative/Programme Assistant for "Effective HIV and TB Control Project in Kyrgyzstan" provides administrative and programme support services ensuring high quality of work and accurate, timely and properly recorded/documented service delivery within the grant. The Administrative/Programme Assistant promotes a client, quality and results-oriented approach.

The Administrative/Programme Assistant works in close collaboration with the Operations and Programme Units in the CO and project personnel to ensure consistent service delivery.

The initial assignment is for 6 months' subject to further extension based on satisfactory performance evaluation.

#### Qualification requirements

#### Required Skills and Experience

##### Education:

- Secondary education.

##### Experience:

- 3 years of relevant administrative and/ or programme/project experience at national and/ or international level;
- Experience in the usage of computers, office software packages (MS Word, Excel, etc.) and office equipment;
- Previous experience of working in UNDP and/or Global Fund work experience is a strong asset.

##### Language Requirements:

- Fluency in English and Russian;
- Knowledge of Kyrgyz is an asset.

#### Duties

#### Duties and Responsibilities

1. Provides administrative, HR and logistical support, focusing on achievement of the following results:

- Interpretation and implementation of procedures and rules related to administrative and personnel matters and ensure their compliance;
- Administrative support to organization of conferences, workshops, retreats, study tours, etc.;
- Provision of all necessary support in organization of the above, as well as report to submission to UNDP office;
- Arrangement of travel (visas, tickets, accommodation, hotel reservations etc.), preparation of travel authorizations;
- Ensures timely extension of personnel contracts;
- Ensures proper absence/leaves management for Programme personnel;
- Drafts project background materials for meetings and briefing sessions;
- Prepares translations of project related documents, acts as translator/interpreter for Programme Manager, other project personnel and projects' meetings;
- Drafts correspondence in both English and Russian within the scope of responsibility as required;
- Preparation and handling the routine correspondence related to administrative and personnel matters, faxes, memoranda and administrative reports in accordance with UNDP rules and procedures. Registration of incoming and outgoing correspondence and documents;
- Monitoring the work and schedule of programme drivers; Checking vehicle logs and preparation of the draft vehicle history reports and maintenance plans;
- Monitors stock of various office supplies, stationary, spare parts and ensures timely replenishment of supplies;
- Maintenance of files related to personnel, administrative, logistical, programme matters;
- Update of the office telephone list and programme/project directory, addresses of the Government, International Organizations, and NGOs counterparts and other important contacts;
- Performance of other duties as required.

2. Provides support to implementation of programme activities, focusing on achievement of the following results:

- Providing timely contribution to preparing progress, narrative & final reports for the Programme;
- Provides support in M&E related research and data collection efforts related to the Programme/Project activities, tracks required information and follows up on respective correspondence;
- Provides data and information needed for preparation of project documents, coordinates dissemination and exchange of project related information;
- Supports Procurement unit with required information on programme equipment as project asset focal point;
- Assist in the Programme/project monitoring functions.

3. Provides support to office maintenance and assets management, focusing on achievement of the following results:

- Monitoring the Inventory Records, maintain the records and files on assets management;
- Serves as a focal point for project assets;
- Maintenance of files and records relevant to office maintenance;
- Provides support to the SR asset management to procurement staff.

4. Provides support to knowledge building and knowledge sharing in the CO focusing on achievements of the following results:

- Participation in the training for the operations/projects staff on administration and HR;
- Briefing personnel on general administrative and personnel matters.

## About company

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ПРООН является глобальной сетью ООН в области развития. Она выступает в поддержку преобразований и предоставляет странам доступ к источникам знаний, опыту и ресурсам в целях содействия улучшению жизни людей. Мы работаем в 177 странах, в том числе в Кыргызстане, взаимодействуя с ними в выработке их собственных решений по

проблемам глобального и национального развития.