

Assistant

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Крайний срок:	Истёк срок подачи заявок	
Зарплата:	По результатам собеседования	
Опыт работы:	1	
Город:	Бишкек	
Занятость:	полная занятость	
График работы:	08:00-17:00	



Общественный Благотворительный Фонд "Taiwan Fund for Children and Families"

Адрес
с.Чуй, ул.М.Сансызбаева 185

Информация

Общие сведения

Public Charitable Foundation **"Taiwan fund for Children and Families"** acts for providing material, medical and other humanitarian and charitable assistance to needy children and families of the Kyrgyz Republic. The Foundation works with socially vulnerable segments of the population, implementing various social projects and monthly humanitarian assistance according to the UN Sustainable Development Goals.

Public Charitable Foundation **"Taiwan Fund for Children and Families"** announces a competition for the vacancy of **Assistant in Bishkek city (1 vacancy)**. Suitable candidates can send their CVs to the e-mail address:

Kyrgyzstan@ccf.org.tw. Please ensure that the **desired position and location (Bishkek)** are clearly stated in the subject line of your email or within your resume. The application deadline is **30/09/2026**.

Требования

- Higher education / humanitarian fields is an advantage;
- Knowledge of languages: Kyrgyz, English, Russian (written and oral knowledge at an advanced level);
- Advanced user of Microsoft software and Outlook programs
- Ability to meet a deadline
- Attention to Detail
- A driver's license is desirable but not required.

Обязанности

- Working with the organization's database;
- Processing and updating information about children who receive assistance in this organization;
- Collecting and compiling the necessary documentation
- Registration and distribution of incoming/outgoing letters from sponsors
- Registration of reports, inquiries, etc.;

- Visit schools by program

Условия

- Work in accordance with the labor legislation of the Kyrgyz Republic
- Additional benefits and bonuses from the organization
- Working in a modern office
- Timely payment of wages
- Paid vacation
- Opportunity to travel for business
- Provision of company vehicles and etc.
- Location: Bishkek

О компании

Общественный Благотворительный Фонд “**Taiwan Fund for Children and Families**” действует в целях осуществления материальной, медицинской и иной гуманитарной и благотворительной помощи нуждающимся детям и семьям Кыргызской Республики. Фонд работает с социально-уязвимыми слоями населения, реализуя различные социальные проекты и ежемесячную гуманитарную помощь.