

Assistant Program Officer

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Deadline:	The deadline for applications has expired	
Salary:	According to the interview results	
Work experience:	2 years	
Location:	Bishkek	
Type of involvement:	full time	
Schedule:	09:00-17:30	



JICA Kyrgyz Republic Office

Address

ул. Панфилова 178, БЦ Орион-2, г. Бишкек

Contact person

Японское агентство международного
сотрудничества

Web

www.facebook.com/JICAKyrgyzRepublic

Information

Common information

The Japan International Cooperation Agency is an independent governmental agency that coordinates official development assistance (ODA) of the Government of Japan. The main purpose of the agency is to promote social and economic growth in developing countries to promote international cooperation. JICA started its activities in the Kyrgyz Republic in 1993. Since that time JICA has been contributing to socio-economic development and human resources development through the following cooperation schemes: Knowledge Co-Creation programs (training programs in Japan), Dispatch of Volunteers, Technical Cooperation Projects, Dispatch of Experts, Grant Aid Projects, Yen Loan Projects, Japan Partnership program and Public Private Partnership, etc. For more information please follow the links: www.jica.go.jp; www.facebook.com/JICAKyrgyzRepublic/ <https://www.instagram.com/jicakyrgyzrepublic/>

Qualification requirements

Required Qualifications and Skills:

- (1) Bachelor's degree and/or diploma of higher education
- (2) Expected work experience is about 2 (two) years. The prior relevant-experience (including intern) in international cooperation or related fields would be considered an advantage.
- (3) Command of English, Russian and Kyrgyz languages is a must. (Good command of Japanese is considered as an additional preference).
- (4) Strong written and verbal communication skills, including the ability to prepare clear and concise reports, emails, and

presentations.

- (5) Computer skills, Office appliances.
- (6) Discipline, punctuality, eagerness at work, ability to work collaboratively in a team-oriented environment.
- (7) Kyrgyz Republic's citizenship
- (8) Competencies: You will be a part of team, which represents JICA in this country. In this regard, the following attributions are essential; sincerity and responsibility, speediness, accuracy, mindfulness, good coordination skills, cooperative attitude, strong sense of compliance, output orientation, disciplined, punctuality, and commitment for continuous learning

Duties

- (1) Assistance in formulation and management of projects in the Transportation (Aviation) sector.
- (2) Assistance in smooth implementation of JICA Alumni Association activities.

Reference: Japan International Cooperation Agency (JICA) Kyrgyz Republic Office implements cooperation scheme, called Knowledge Co-Creation Program, which envisages invitation of state and municipal employees, and representatives from private sector of the Kyrgyz Republic to Japan. Since 1993 under the scheme, JICA has provided varieties of short-term and long-term training courses. Apart from the scheme, there is a grant aid project Human Resource Development Scholarship, which has been implemented since 2006 aimed at Human Resource Development of the Kyrgyz Republic. In general, more than 3300 representatives from the Kyrgyz Republic participated in the mentioned trainings and scholarships in Japan. Ex-training participants, to strengthen network among themselves, contribute to the socio-economic development of the Kyrgyz Republic, and broaden friendly relations between the Kyrgyz Republic and Japan, established JICA Alumni Association (JAA) in 2009. Since that, JAA has actively implemented various events, seminars, activities in order to attain the above-mentioned goals. JICA Kyrgyz Republic Office supports the implementation of activities, as it considers that the JAA is one of the important assets in the country. https://www.instagram.com/jica_alumni_kg/

- (3) Coordination of implementation of projects in the responsible sector with related governmental organizations and international partners
- (4) Preparation of analytical documents in the responsible sector
- (5) Collection of information from and coordination of projects with other donors in the responsible sector
- (6) Data collection and analysis in the responsible sector
- (7) Miscellaneous, necessary arrangements/ logistics to implement projects and JAA activities, such as arrangement of accommodation, translators, transportations, appointments of meetings, procurement, etc
- (8) Interpretation and translation between Russian/Kyrgyz and English (Japanese).
- (9) Ad hoc tasks, ordered by the Office

*Scope of work can be changed in case there are changes in the office's situation/ operation.

Conditions

Conditions of contract:

- (1) Period: June, 2026 – December 31, 2026. The contract is subject to an annual renewal based on the positive performance (labor contract)

*The first 3 months are a probation period.

- (2) Contract type: Employment agreement

Working hours: 9:00 - 17:30 (Lunch time 12:30 - 14:00). The overtime work can be required

Place of work: Bishkek, Orion 2 Building, 178 Panfilov Street.

How to apply:

Interested candidates should submit **their CV and the essay in English** languages to email: jicakg-info@jica.go.jp not later than **17.00 of May 20 (Wen), 2026** with notice "Vacancy: Office assistant".

***Points to be mentioned in the curriculum vitae**

- (1) Name, citizenship, photo, telephone number, e-mail address, professional experiences, education, computer skills, languages, special training/ certificates, your strengths and weaknesses, and any other things that you think we should know.
- (2) As to languages, please specify, if you have, the score and/or certificate (e.g. English - TOEFL 500, Japanese- N2, and so on).
- (3) If you know about characteristic of the Japanese organization or Japanese people, please specify your opinion briefly in your CV.

***Essay topic and requirements for preparation**

- (1) Essay topic: "Self-Promotion"
- (2) Requirements: The essay must be no longer than 300 words. It must be submitted in English. No specific format is required.

Only shortlisted candidates will be contacted and invited for interview.

About company

Представительство Японского Агентства Международного Сотрудничества (JICA) в Кыргызской Республике