

Field Project Officer/ Field Project Assistant

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Deadline:	The deadline for applications has expired	
Salary:	According to the interview results	
Work experience:	Officer (More than 5 years), Assistant (More than 3 years)	
Location:	Osh	
Type of involvement:	full time	
Schedule:	from 8:30 to 17:30	



Good Neighbors International in
Kyrgyz Republic

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www.goodneighbors.kg

Information

Common information

The Integrated Rural Development Project (IRDP) in the Kyrgyz Republic is a rural development project implemented by Good Neighbors in the Kyrgyz Republic with financial support from the Korea International Cooperation Agency (KOICA).

Following the successful implementation of Phase 1 (2021–2025), the project is entering Phase 2 (2026–2030) with an expanded scope and geographic coverage.

IRDP Phase 2 will be implemented in Osh, Batken, and Jalal-Abad Regions, aiming to promote inclusive and sustainable rural development through locally driven approaches and strengthened institutional capacity.

The key strategic directions of Phase 2 include:

1. Establishing a locally-led and sustainable rural development implementation system
2. Enhancing women's rights and participation in rural development
3. Promoting sustainable income generation
- 4.

The project office of Good Neighbors in the Kyrgyz Republic, based in Osh, is currently recruiting local staff to support the implementation of IRDP Phase 2.

We encourage qualified and motivated individuals interested in community development, gender equality, and sustainable livelihoods to apply.

Qualification requirements

Necessary Knowledge & Skills

- Solid understanding of rural development concepts, community-based approaches, and livelihoods improvement in agricultural contexts.
- Practical experience in supporting project planning, implementation, monitoring, and day-to-day coordination of development activities at field level.
- Basic to intermediate knowledge of crop-based business models, agricultural value chains, and income-generation activities for rural communities.
- Ability to coordinate activities across multiple villages, work closely with community members, local authorities, and partner organizations.
- Competency in preparing activity reports, field visit reports, and basic monitoring documentation in line with project requirements.
- Strong written and verbal communication skills, with the ability to clearly convey information to diverse stakeholders.
- Proficiency in the MS Office suite (Word, Excel, PowerPoint) and basic familiarity with MS 365 system tools
- Good command of English, Kyrgyz, and Russian.

Required Qualifications & Experience

- Bachelor's degree in Rural development, Agriculture, Economics, Social Sciences, Development Studies, or related fields.
- For Officer: Minimum 5 years of professional experience in NGO projects, rural development, agriculture, or community-based programs, including at least 3 years of field-based experience.
- For Assistant: Minimum 3 years of professional experience in NGO projects, rural development, agriculture, or community-based programs, including at least 1 year of field-based experience.
- Demonstrated experience in community mobilization, participatory planning, or formation of community organizations
- Experience working in Jala-Abad oblast or familiarity with the local socio-cultural context is strongly preferred.
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Willingness and ability to travel regularly to approximately 10 project villages in the Jalal-Abad region.

Core Competencies (Extra Capacity)

- Strong sense of responsibility with the ability to independently manage assigned tasks and follow through on commitments.
- Good teamwork and interpersonal skills, with the ability to build trust with local communities and colleagues.
- Proactive attitude with practical problem-solving skills in dynamic field environments.
- Ability to work effectively under changing conditions and adapt to rural and multicultural settings.
- Demonstrated initiative and leadership potential in coordinating field-level activities.

Duties

- Participate in project activity planning, with a focus on the Type 2 (New area Jalal-Abad) implementation schedule and community entry process
- Support new site selection, baseline data collection, and community needs assessments in Jalal-Abad.
- Facilitate the formation and initial operation of Village Development Committees, including documentation, registration support, and early-stage capacity building.
- Lead, coordinate, and monitor the implementation of the Kitchen Garden(KG) program and women's empowerment activities, including Gender, Finance, and Leadership trainings.
- Support the establishment and monitoring of Multipurpose Women's centers in newly selected communities.
- Facilitate the formation of Income Generation Groups and support Lead Farmer selection and operation.
- Coordinate and monitor the implementation of other project components on the project's sites.
- Coordinate and work closely with implementing partners to ensure timely and quality delivery of project activities, outputs, and agreed deliverables in accordance with the project plan and donor requirements.
- Visit project sites on a regular basis
- Interact and cooperate with representatives of oblast and rayon administrations, local authorities, heads of villages, and village development committees
- Develop training schedules and prepare training budget estimates, ensuring the organization, execution, and adherence to schedules.
- Organize and conduct events: trainings, seminars, coaching, meetings, and other events in accordance with the approved plan of the project
- Coordinate and organize the project's special events
- Interact and cooperate with other NGOs and networks when appropriate.

- Coordinate and support Field Project Officers/ Field Project Assistants in the project implementation
- Report regularly to Field Manager about project implementation matters
- Identify weaknesses and suggest project improvements
- Other duties related to the position as requested by the Direct Supervisor or Project Manager
- Comply with GNI policies and procedures

Conditions

Only the Good Neighbors International application form (attached) and a Cover Letter will be considered for the shortlisting; additional recommendation letters are welcome.

Conflict of Interest: Applicants must include a Conflict of Interest Declaration within their application, disclosing any actual or potential conflicts (e.g., family or financial ties with current GN staff or project partners).

References: Please provide the names and contact information of at least two (2) professional references (preferably former supervisors) in your resume/CV for background verification.

Interested applicants must submit their applications in English by e-mail with the subject line "FPO/ F PA(Jalal-Abad) Application_Name" to: IRDP_HR@goodneighbors.kg

The closing date for applications is 14 June, 2026. Candidates selected for an interview will be contacted by email.

About Company

Good Neighbors is an international humanitarian development NGO founded in Korea in 1991 to make the world a place without hunger, where people live together in harmony.

Good Neighbors was granted General Consultative Status by the United Nations Economic and Social Council (UN ECOSOC) in 1996. Currently, Good Neighbors is working in over 200 communities in 50 countries, with our focus on an inclusive community development approach and child protection.

For more information, please visit the website at www.goodneighbors.org

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