

Manager of Bishkek Learning Centre

	Published:	13.10.2026 14:38:00
Deadline:	02.11.2026 23:59:59	remained 20 days
Salary:	According to the	interview results
Location:	Bishkek	
Type of involvement:	full time	



University of Central Asia

Address

125/1 Toktogul Street, Bishkek

Web

<http://www.ucentralasia.org>

Information

Common information

Purpose of the Role

The School of Professional and Continuing Education (SPCE) is seeking a Manager for its Learning Centre in Bishkek, who will coordinate, organise and oversee successful implementation of educational and project activities, as well as provide administrative management and monitoring support.

Why Join UCA?

- **Impactful Teaching and Research:** Contribute to an academic institution that is dedicated to fostering innovation and development in Central Asia and beyond.
- **Collaboration and Growth:** Be part of a diverse, interdisciplinary academic environment, with opportunities for collaboration and research across multiple fields of societal relevance.
- **Regional Leadership:** Lead the development of innovative solutions to regional challenges in climate adaptation, sustainable development, technology, data science, and digital policy.
- **Support for Female Scholars:** UCA is deeply committed to supporting all scholars in all fields, providing opportunities to further advance gender equity in academia.

Qualification requirements

- An undergraduate degree, preferably in Education or Business Administration.
- A minimum of 5 years of experience in academic setting and/or in project/program management.
- Management and leadership skills, ability to build support and promote the SPCEs Bishkek LC.
- Excellent knowledge and Report Writing Skills in English, knowledge of Kyrgyz and Russian is an advantage.
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Duties

- Providing leadership and control over the organization of educational and methodical work on programs of professional and continuing education and outreach activities at SPCE Learning Center.
- Leading the implementation of 'academic regulation' and improvement of the 'quality assurance system' of the educational process at the LC and SLCM.
- Facilitating coordination and control of teachers. Monitoring the implementation of the schedule of the educational process.
- Approving class schedules and examinations for all SPCE programs.
- Managing the teachers' workload and monthly payrolls submissions
- Coordinating the activities of all educational areas on licensing, certification and accreditation of educational courses and programs in the relevant state bodies and initiating the new courses (project proposals and concepts, seminars and training.
- Controlling the optimal distribution of academic load and office hours among academic staff and teachers.
- Ensuring compliance with legal regulations and financial policies and procedures in the organization and conduct of the educational process, the preparation of contracts with students of SPCE.
- Ensuring the timely preparation of the established reporting documentation for academic work and final documents for approval by the Programme management office.
- Assisting in the development and/or improvement of routines, tools or systems for monitoring evaluation, accountability, and learning, as feasible and required
- Cooperating with state and municipal authorities, enterprises, institutions and organizations on educational issues through the Head and Advancement and Public Affairs (APA) department review
- Approving and is responsible for part of the remuneration of part-time instructors, for the quality of teaching and is responsible for the MAA evaluation.
- Controlling over the work of the library on the formation of funds of literature to ensure the educational process;
- Being in charge of administration of financial issues with the relevant SPCE units
- Organizing and administering issues related to premises, logistics, communications, equipment, procurement with the relevant department of UCA
- Working with partner organizations of UCA; through APA and International Offices.
- Travelling to the regions and to foreign countries in order to fulfill official duties as necessary.
- Creating a healthy and friendly faculty, able to proactively solve emerging problems.
- Coordinate timely implementation of all project's aspects with particular emphasis, specific activities described in the project document - ensure adherence to administrative, project management and financial rules and regulations.
- Coordinate project procurement and logistics activities with UCA CAO
- Coordinate additional programme procurement and logistics activities with SPCE Naryn and Bishkek LC admin team.
- Prepare reports for projects and jointly implemented activities.
- Promote scholarship programme and provide support during awareness campaign, application and admission processes.

- Prepare the required documentations of the selected applicants for travel and study at SPCE, provide orientations and follow up on progress of the students on scholarships.
- Look for investment opportunity to match with SPCE students' business projects and launch fundraising activities if necessary.
- Support information and dissemination activities and advocate for the LC program among the key stakeholders; provide marketing tools according with marking and branding policy of UCA; and donor through Office of Research and Development- liaise with loan institutions, donors and other international organization to provide grants or loan for successful graduates.

Conditions

UCA Background:

The University of Central Asia (UCA) was founded in 2000 as a private, not for profit, secular university through an International Treaty signed by the Presidents of Kazakhstan, Kyrgyzstan and Tajikistan, and His Late Highness Prince Karim Aga Khan IV; ratified by their respective parliaments and registered with the United Nations. The Presidents are the Patrons of the University and His Highness Prince Rahim Aga Khan V is the Chancellor. UCA's mission is to promote the social and economic development of Central Asia, particularly its mountain communities, by offering an internationally recognized standard of higher education and enabling the peoples of the region to preserve their rich cultural heritage as assets for the future. UCA is distinguished by its three schools: the undergraduate School of Arts and Sciences (SAS), the Graduate School of Development (GSD), and the School of Professional and Continuing Education (SPCE). For more information: www.ucentralasia.org

How to Apply:

Please submit your application (cover letter, CV and contact information of three references) on <https://tinyurl.com/3myuru3z> by 02 November 2026.

Applications will be reviewed when received. Early applications are strongly encouraged.

Review other job vacancies at: <https://tinyurl.com/3yhe9wkt>

About company

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