

Materials Management Assistant

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Deadline:	The deadline for applications has expired	
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

Materials Management Assistant

Department: Materials Management Department (MMD)

Reports to: Materials Management Manager

Duty Station: Bishkek, Kyrgyzstan

Deadline: 2 October 2026

Type of contract: Service

Summary of Position and Key Responsibilities

Under the supervision of the Materials Management Manager in collaboration with the relevant staff of the UCA departments and units, the Procurement Assistant shall support all aspects of procurement and materials management activities within UCA Kyrgyzstan, Tajikistan, Kazakhstan and Afghanistan including planning, order placement, vendor selection, purchase and delivery, inventory control, material handling and logistics, in compliance with specifications established by UCA and by relevant regulations.

Qualification requirements

- Intermediate command of written and spoken English is a requirement.
- Proficiency in Russian is a must.
- Speaking Kyrgyz would be an advantage.
- Advanced level in Excel spreadsheets and other Microsoft programs
- Honest and trustworthy; strong work ethic and diligent performer;

- Ability to work under stress
- Good team player, being able to feel, appreciate and use the drive of the team is a must;
- Proven ability to solve problems, in the context of conflicting or absent regulations
- Action and results-orientated; fast-learning
- ability to work cooperatively across an organization with many levels of staff and leadership; sensitivity to various organizational interests; diplomacy;
- Attention to detail; accuracy in reporting and operations
- Self-confidence; resourcefulness.

Duties

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Conditions

How to Apply:

Please submit your application (cover letter, CV and contact information of three references) on <https://tinyurl.com/mu73cdjc> by 02 October 2026.

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

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

About company

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 recognised standard of higher education and becoming a leading research university in the region and internationally. UCA brings with it the broader commitment and partnership of the Aga Khan Development Network. For more information: www.ucentralasia.org