

Programme Assistant (G5)

	Published:	22.09.2026 16:07:00
Deadline:	21.10.2026 23:59:59	remained 9 days
Salary:	до 1132 евро	
Location:	Bishkek	
Type of involvement:	full time	



Organization for Security and Co-operation in Europe (OSCE)

Address

ул. Исанова 1/5

Information

Common information

Background:

1. The work of the Programme Office in Bishkek (POiB) focuses on a range of security issues including countering terrorism, border security and transnational threats such as human trafficking, to developing the country's regions, strengthening efforts to combat corruption on all levels, as well as supporting the reform of the justice sector, implementation of election reform, gender equality and building open and resilient societies.
2. The post is located in the Economic and Environmental Department (EED) within the OSCE Programme Office in Bishkek. The EED's work is based on close co-operation with partners in the areas of good governance, economic development, environmental security, and natural resource management. The incumbent will be positioned in the Anti-Corruption Unit at EED, which implements projects aimed at assisting the Host State in promoting good governance, digitalisation, financial literacy, and e-governance in the Kyrgyz Republic.

II. Main Purpose

1. To provide administrative and, where relevant, substantive support in implementing project activities within the Anti-Corruption Unit of the Economic and Environmental Department (EED). This includes support in organising awareness-raising and capacity-building events, supporting the implementation of project activities, developing and maintaining information databases, and providing relevant project administration support;
2. Working under moderate supervision, the Programme Assistant provides administrative and technical support to facilitate the delivery of project and budget proposals. The incumbent is responsible for collaborating with multiple stakeholders in the design, planning, implementation, monitoring, and reporting of project activities, which may at times require persistence, initiative, and flexibility. The Programme Assistant also serves as a resource to project staff on administrative and procedural matters related to project implementation.

III. Work Relationships

1. The Programme Assistant directly reports to the National Anti-Corruption Officer (NP1), while the Head of the Economic and Environmental Department (S3) acts as a second-level supervisor.
2. Internal contacts are mainly with other units within the EED, Fund Administration Unit (FAU), Press and Public Information Unit, Office of Head of Mission (OHoM) and other relevant departments to provide advice or guidance related to project administration, including in relation to project documents, correspondence and expenditure, as well as to make

administrative arrangements for the implementation of project activities. External contacts are mainly with state partners such as the Ministry of Digital Development and Innovative Technologies and National Bank of the Kyrgyz Republic to clarify and discuss project related tasks and to make arrangements for joint implementation of project activities. The incumbent collaborates with the international and national experts contracted by the POiB to achieve the programme and project results.

Qualification requirements

- Education:
 - Completed secondary education, supplemented by specialized training or formal studies in Public Administration, Economics, Management, Public policy or a related field;
- Experience and knowledge/skills:
 - Minimum five (5) years of working experience (4 years with a first-level university degree or 3 years with a second-level university degree) in economics, public administration, public policy, project management or other related fields;
 - The experience in an international organization or non-governmental organization is desirable;
 - Experience in project planning, implementation and reporting;
 - Experience in conducting research and information collection from a variety of sources;
 - Advanced computer literacy with practical experience in Microsoft Office applications;
 - Ability and willingness to work as a member of the team with people of different cultural and religious backgrounds, different genders, and diverse political views while maintaining impartiality and objectivity;
 - Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities.
- Languages:
 - Excellent oral and written communication skills in English and Kyrgyz/Russian languages.

Duties

Under the overall supervision of the National Anti-Corruption Officer, the successful candidate will be tasked with the following duties:

1. Providing information regarding the project and other programme activities for the planning of Unified Budget; compiling general background information from available sources; designing and drafting supporting flow charts, schedules, graphs and tables; maintaining institutional memories or other documentation systems to record programme and project history and ongoing activities;
2. Assisting in the review of project proposals, budgets and reports from partners and assisting in preparing project proposals; assembles and edits basic data and verifies documents required for planning and negotiation, as instructed by the supervisor; checks project documents for clarity, consistency and completeness; Participating in project formulation, including the development of plans and project budgets in close cooperation with FAU;
3. Providing functional support to project implementation; following up and keeping records on project expenditures and overall financial status; raising Purchase Requests; in coordination with partners for implementation assessing project implementation and other related issues; assisting in follow up on the implementation progress of ongoing projects, investigating designated project activities, discussing findings with the supervisor to identify implications for the work of the POiB as well as rationale and context of project activities, considering problem identification and problem resolution;
- 4.

Assisting in collecting, registering, reporting and maintaining information on project activities by monitoring project events, reviewing reports and maintaining liaison with partners for implementation, following up on all aspects of the project; accompanies the supervisor and other EED staff on regular field visits, participating in discussions, and taking follow up action as/when required; preparing various written outputs, drafting information for background, briefing papers, internal reports, activity reports, speeches, presentations, etc.; drafting and submitting financial reports for project expenditures for UB projects and for EXB projects if needed; providing inputs for all reporting exercises (regular and ad hoc), drafting notes for the supervisor on specific issues and topics as and when requested; participating in project briefings for visiting delegations; providing accurate translations and interpretation;

5. Preparing various written outputs, drafts information for background and briefing papers; drafting and submitting financial reports for project expenditures for UB projects and for ExB projects if needed; providing inputs for all reporting exercises (regular and ad hoc), drafting notes for the supervisor on specific issues and topics as and when requested; participating in project briefings for visiting delegations; providing accurate translations and interpretation.

For more detailed information on the structure and work of the OSCE Programme Office in Bishkek, please see: [OSCE Programme Office in Bishkek](#)

Conditions

Monthly remuneration, subject to social security deductions is 1,132 Euro/month. Social benefits will include Organization for Security and Co-operation in Europe participation in the Cigna medical insurance scheme and the OSCE Provident Fund.

Appointments are normally made at Step 1 of the applicable OSCE salary scale. In exceptional cases, an initial appointment at up to Step 3 may be considered. This depends on factors such as relevant experience exceeding minimum requirements or higher previous remuneration. Any such request by a candidate must be reviewed and approved by the OSCE before the appointment.

If you wish to apply for this position, please use the OSCE's online application link found under <https://vacancies.osce.org/>.

The OSCE retains the discretion to re-advertise/re-post the vacancy, to cancel the recruitment, to offer an appointment at a lower grade or to offer an appointment with a modified job description or for a different duration.

Only those candidates who are selected to participate in the subsequent stages of recruitment will be contacted.

Candidates interviewed and found suitable in the recruitment process for this vacancy notice will be placed on a roster of suitable candidates (valid for three years) for fixed-term posts, should a suitable opportunity arise. The placement on a roster does not guarantee a future appointment or assignment.

Please note that vacancies in the OSCE are open for competition only amongst nationals of participating States, please see <https://www.osce.org/participating-states>.

The OSCE is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all religious, ethnic and social backgrounds to apply to become a part of the Organization.

Candidates should be aware that OSCE officials shall conduct themselves at all times in a manner befitting the status of an international civil servant. This includes avoiding any action which may adversely reflect on the integrity, independence and impartiality of their position and function as officials of the OSCE. The OSCE is committed to applying the highest ethical standards in carrying out its mandate. For more information on the values set out in OSCE Competency Model, please see <https://jobs.osce.org/resources/document/our-competency-model>.

Please note that for this position the OSCE does not reimburse expenses such as travel in connection with interviews, tests, visas and relocation.

Please be aware that OSCE appointments are subject to medical clearance.

The mandatory retirement age at the OSCE is 65 years for contracted positions at the general service, professional and director level. The Organization shall apply an age limit of 62 years at the time of appointment as the incumbent selected is normally expected to carry out the contractual obligation of two years.

Please be aware that the OSCE does not request payment at any stage of the application and review process.

About company

Программный офис в Бишкеке является полевой миссией ОБСЕ, расположенной в столице Кыргызской Республики в городе Бишкек.

Согласно мандату Программный офис в Бишкеке занимается разработкой, внедрением и отчетностью во всех трех измерениях в рамках подхода ОБСЕ к всеобъемлющей и основанной на сотрудничестве безопасности. Учитывая растущие потребности и приоритеты принимающей страны, Офис предоставляет содействие Правительству в рамках тесного сотрудничества между ОБСЕ и Кыргызской Республикой.

Работа Офиса сосредоточена на ряде вопросов безопасности: от транснациональных угроз (например, торговля людьми и терроризм) до содействия правоохранительным органам, а также на рисках, вызванных экономическими и экологическими проблемами. Помимо этого, Офис выступает в поддержку полной реализации Пакта ООН об экономических, социальных и культурных правах, судебной реформы, гендерного равенства, справедливости и демократичной избирательной системы.