

Programme Associate (G6)

	Published:	22.09.2026 16:11:00
Deadline:	21.10.2026 23:59:59	remained 9 days
Salary:	до 1318 EURO	
Location:	Bishkek	
Type of involvement:	full time	



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

Address

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Information

Common information

Background:

1. The work of the OSCE Programme Office in Bishkek (POiB) focuses on a range of security issues, from 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 Anti-Corruption Unit at EED, which implements projects aimed at assisting the Host State in promoting good governance, fighting corruption and money laundering, and promoting regional development in the Kyrgyz Republic. The incumbent will be responsible for delivering program/project-related tasks focused on digital transformation and financial security.

II. Main Purpose

1. To provide programme and project support to the Anti-Corruption Unit in the planning, implementation and monitoring of programme activities, ensuring effective and timely delivery of projects in line with the Programme Office's priorities and the OSCE's commitments. The area of responsibility encompasses supporting the planning of the Unified Budget, contributing to the development and review of project proposals, budgets and reports, and providing functional assistance in the implementation and monitoring of projects, including the collection, maintenance and reporting of project-related information.
2. Working under minimum supervision, the Programme Associate provides technical support and recommends ways of improvement for the implementation of the programme/project and collaboration with respective stakeholders by performing skilled, semi-professional functions of substantial variety and complexity that require the application of different and unrelated processes and methods and an understanding of a broad area of operation within the field relevant for the project, including proposing new areas of activity. Programme Associate also provides substantive input to project design, planning, delivery, monitoring, and reporting of project activities.

III. Work Relationships

1. The Programme Associate reports to the National Anti-Corruption Officer (NP1), while the Head of the Economic and

Environmental Department (S3) acts as the second-level supervisor.

2. Internal contacts are mainly with the members of project implementation team, other departments and units of POiB, and relevant OSCE Secretariat departments to coordinate project activities, exchange information and ensure effective implementation of programme activities. External contacts are mainly with representatives of the Ministry of Digital Development of the Kyrgyz Republic, the State Financial Intelligence Service under the Ministry of Finance of the Kyrgyz Republic, the National Bank, and other relevant authorities and stakeholders to exchange information, coordinate project activities, support capacity-building initiatives, and promote the implementation of project activities.

Qualification requirements

- Education:
 - Completed secondary education supplemented by specialized training or formal studies in international relations, business administration, law, project management, economics, management or other relevant field;
- Experience and knowledge/skills:
 - Minimum of six (6) years of working experience (5 years with a first-level university degree or 4 years with a second-level university degree) in good governance, anti-corruption, economics, sustainable development or project management;
 - Experience in an international organization or non-governmental organization is desirable;
 - Experience in project management, including project design, planning, implementation, monitoring and reporting;
 - Experience working with state bodies, local and international NGOs, and national or international financial institutions will be an asset;
 - Ability to collect and comprehend versatile information in aim to perform appropriate analyses;
 - Ability to conduct independent research and collect information 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 Russian/Kyrgyz languages.

Duties

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

1. Collecting, registering, reporting and managing research and analysing information on project activities by reviewing reports and establishing and maintaining liaison with partners for implementation, following up on all aspects of the project, including project formulation and provision of functional support to project implementation; in coordination with partners for implementation assesses program implementation and other related issues; report regularly to the PM, prepare various written outputs, draft background and briefing papers;
2. Preparing project/programme reports, activities and budget requirements for the planning of Unified Budget; plan, coordinate and develop project budgets in close cooperation with FAU; Monitors, follow up and keep records on project expenditures and overall financial status; prepare PR and PO, receive funds from FAU for project activities, prepare and submit financial report for the project's expenditures for UB projects and for EXB projects if needed;
3. Following 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.

Providing inputs for all reporting exercises (regular and ad hoc), drafts and notes for the supervisor on specific issues and topics as and when requested; provide accurate interpretation when necessary for the PM and other international staff members as requested to do so, during official meetings; receives visitors and responds to routine requests for information;

5. Coordinating the collection and verification of documents, actions and data; assemble and edit basic data required for planning and negotiation, as instructed by the supervisor; check project documents for clarity, consistency and completeness;
6. Compiling general background information from available sources for the assigned sector or area; design and draft supporting flow charts, schedules, graphs and tables; maintain institutional memories or other documentation systems to record programme and project history and ongoing activities;
7. Assessing conditions and issues in Kyrgyzstan in line with established criteria, providing recommendations on programmatic priorities and potential projects, participation in field visits, and contribute to related briefings and follow-up discussions with visiting delegations and stakeholders.

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 1,318.41 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.