

Manager of Academic Operations (maternity cover)

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Deadline:	02.11.2026 23:59:59	remained 20 days
Salary:	According to the	interview results
Location:	Bishkek	
Type of involvement:	full time	
Schedule:	from 9:00 till 18:00	



University of Central Asia

Address

125/1 Toktogul Street, Bishkek

Web

<http://www.ucentralasia.org>

Information

Common information

Department: Graduate School of Development (GSD)

Duty Station: Bishkek, Kyrgyzstan

Reporting to: Dean, GSD

Deadline: 02 November (applications will be reviewed when received)

Purpose of the Role

The Academic Operations Manager (AOM) leads the operational and administrative support provided to the Graduate School of Development (GSD), enabling its academic units, research activities and postgraduate programmes to operate effectively.

The postholder manages the School's academic operations team and ensures reliable, timely and professional services for academic colleagues, students and external partners. The immediate priority is to ensure continuity and reliability of these services during the substantive postholder's maternity leave.

The role coordinates operational planning, budgets and financial information, postgraduate programme administration, HR-related processes, grant administration interfaces, reporting and institutional workflows, working closely with the relevant university-wide professional services.

The AOM supports the Dean and unit leaders with evidence-based operational advice, clear processes, effective resource use and continuous improvement. Based in the GSD Bishkek office and reporting to its Dean, the AOM will maintain effective current operations and contribute to UCA's development of more coherent university-wide academic and research administration. The appointment does not assume or determine any future academic or administrative structure.

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

Qualifications and Skills:

- Relevant bachelor's degree or equivalent professional experience and analytical capability.
- Substantial experience in academic, research or comparable complex professional-services operations, including team management and service improvement.
- Strong experience in budget coordination, financial reporting, grants or project administration, and the ability to interpret financial information for managers.
- Excellent organisational judgement, prioritisation, process management, problem-solving and attention to detail.
- Demonstrated ability to build productive relationships across academic and professional functions and to work effectively with senior colleagues.
- High proficiency in spreadsheets, reporting and relevant administrative or enterprise systems, with willingness to learn UCA systems.
- Excellent written and spoken English and Russian; sound judgement, discretion and experience handling confidential information.
- Commitment to UCA's mission and ability to work effectively across cultures and locations.

In addition, to succeed in this demanding role, the following skills would be beneficial:

- Experience of working in or knowledge of the Central Asian higher education landscape or experience of a related environment, supporting academic activities including research and teaching.
- Experience with grant-funded activities, cost recovery and donor reporting processes.
- Experience of organisational change and developing shared or integrated professional services.
- Experience with SAP or a comparable enterprise resource planning system.
- Experience of committee service including production of professional agendas and minutes.
- Familiarity with the values and mission of UCA.

Languages:

- Advanced (fluent) English and Russian.
- Working knowledge of Kyrgyz, Tajik, and Kazakh would be an asset.

Duties

Main Duties and Responsibilities

Academic Operations & Service Deliver

- Lead and develop the Academic Operations Office, with clear responsibilities, service expectations, workload allocation, coaching and performance management. Provide responsive administrative support to GSD academic units, faculty, visiting researchers and postgraduate programmes; ensure effective coordination of enquiries, requests and workflows.
- Review, simplify and document administrative procedures, maintaining compliance with UCA policies and applicable requirements while reducing avoidable duplication and delay.
- Coordinate the School's meetings, events, records, internal communications and operational reporting, ensuring decisions and actions are followed through.
- Coordinate the appropriate use of facilities, equipment and administrative resources, working with the responsible university services.

Planning, budgets and financial coordination

- Coordinate annual operational plans, budgets, forecasts, procurement plans and periodic management reporting for GSD and its constituent units in collaboration with unit leaders and Finance.
- Provide the Dean and unit leaders with timely analysis of expenditure, commitments, cost recovery, funding requirements and operational implications of proposals.
- Support preparation and monitoring of grant and programme budgets, including coordination of financial inputs to proposals and reporting with Finance, ORD and grant managers.
- Support accurate use of SAP and other approved systems, monitor budget information and follow up discrepancies or emerging risks.
- Facilitate requests for budget reallocations and other financial actions through the authorised approval processes.

Postgraduate & Academic Administration

- Oversee the administrative arrangements for GSD postgraduate and other approved academic programmes, working with programme leadership, the Registrar and relevant student-facing services.
- Coordinate programme scheduling, academic records and documentation, student communications, academic events and administrative support to programme review and quality processes, as appropriate to delegated responsibilities.
- Support the operational planning and implementation of new or revised programmes, including resource requirements, delivery readiness and cross-functional coordination.

Research, grants and institutional coordination

- Coordinate administrative support for research projects, visiting scholars, grants and external collaborations while respecting the decision rights and specialist responsibilities of the relevant institutional offices.
- Support the Dean and academic unit leaders in preparing operational plans, management information, reports and institutional submissions.
- Contribute to UCA-wide initiatives to improve the consistency, efficiency and integration of academic and research administration, including agreed changes arising from Future Directions.

People, compliance and operational risk

- Manage, support and develop direct reports, promoting professional standards, constructive teamwork, accountability and an enabling service culture.
- Coordinate recruitment administration, onboarding, contract and personnel workflows, appraisal administration and staff development arrangements in partnership with HR and relevant line managers.
- Maintain appropriate records, confidentiality, data protection and information security; support internal and external audit and timely implementation of agreed corrective actions.
- Identify and escalate operational, financial, compliance and service-delivery risks promptly to the Dean and relevant specialist functions.
- Ensures compliance with personal data protection regulations and maintains confidentiality of sensitive information.
- Performs other duties as assigned by the Supervisor, consistent with the scope of the role and department tools

Decision making and authorities

Within approved policies, budgets and delegated authority, the AOM may:

- Allocate work, set operational priorities and manage the performance of direct reports.
- Establish and improve GSD administrative workflows and service arrangements, in consultation with relevant institutional process owners.
- Request information needed for legitimate operational planning, reporting and case coordination, subject to confidentiality and data-access rules.
- Recommend budget changes, staffing and service improvements, process changes and operational mitigations to the Dean and relevant authorised officers.
- Escalate material operational, financial, compliance and service risks through the appropriate management channels.

The AOM does not independently approve expenditure, budget reallocations, academic decisions, HR employment actions or grant commitments unless expressly authorised under UCA's applicable delegations

Conditions

How to Apply:

Please submit your application (cover letter, CV and contact information of three references) on <https://tinyurl.com/b4rb6w5s> 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

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