

PUBLIC
Vacancy Announcement

Project Assistant

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GIZ Office Kazakhstan would like to announce a new vacant position in the capacity of Project Assistant. The position will be shared between the projects "Green Central Asia II: Transboundary Dialogue on Climate, Environment and Security in Central Asia - Bridging borders to enhance regional adaptation and mitigation", "EU4SustainableCentralAsia: Joint Action and Coordination on Water, Energy and Climate" and "Renewable Energy in Central Asia".

Duty station: Astana, Kazakhstan

Application deadline: 22.01.2025

Responsibilities

- assisting the Programme Component Manager and the Water Management and Environment Advisors in Astana in their administrative tasks
- supporting the efficient processing of all project activities in compliance with GIZ and EU procedures
- supporting PR and Communication: Cooperation on PR matters with the relevant colleagues in the projects and the GIZ Country Office in Kazakhstan
- supporting the team with desk research on project relevant topics
- translating and interpreting consecutively for the projects and international consultants from Kazakh and Russian into English and vice versa
- composing drafts and maintaining correspondence with national and international partners
- filing documents in reference files or in the corporate document management system in line with GIZ filing rules
- maintaining the projects' inventories
- supporting administrative, organisational and logistical aspects of project activities such as: project coordination meetings, working meetings, trainings, workshops, seminars, conferences, public events, study tours etc.
- documenting events by writing minutes and protocols
- helping prepare visitor programmes for international experts and partner organisations working within the projects, supporting the visa process for international experts, drawing up travel schedules, organising transport of visitors and making hotel and ticket reservations in line with the GIZ regulations
- checking travel expense statements of staff for approval by the Programme Component Manager
- assisting in preparation of project internal and external audits

Required qualifications, competences and experience

- University degree in job-related fields such as business administration, social sciences, economic sciences
 - At least 3 years of professional experience in the field of administrative assistance, finance support and translation
 - Knowledge of GIZ administration and finance rules would be an asset
 - Awareness of water and environmental governance related issues in Kazakhstan
 - Ability to express oneself well both verbally and in written in English, Kazakh and Russian languages in a polished, target-group oriented style; German language would be an asset
 - Very good working knowledge of ITC technologies (related software, phone, email, the internet) and computer applications (e.g. MS Office)
 - Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse

GIZ is a signatory of the Diversity Charter. Recognition, appreciation and inclusion of diversity in the company are important to us. All employees shall be valued - regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability, age or sexual orientation.

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- community
- Ability to adapt easily to new situations and to work under stress

Interested candidates should send their motivation letter, CV in English, and references (if available) not later than 22.01.2025 to E-mail shiringul.karimova@giz.de indicating the position name in the title of the Email.

Applications without a motivation letter will not be considered.

Only short-listed candidates will be invited to an interview.

The incumbent should be ready to start in February. The contract will be limited to a one-year term with possibility of extension.

IMPORTANT: By submitting your application documents to us you consent and give us permission to collect, store, process, and cross-border transfer of your personal data.

ВАЖНО: Предоставляя нам свою заявку по данной вакансии, Вы соглашаетесь и даете нам разрешение на сбор, хранение, обработку и трансграничную передачу Ваших персональных данных.