

Vacancy Announcement

Junior Administrative Specialist

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GIZ Office Kazakhstan would like to announce a new vacant position in the capacity of Junior Administrative Specialist in the project “Climate-sensitive Water Resources Management in Central Asia”.

The aim of the project “Climate-sensitive Water Resources Management in Central Asia” is to strengthen regional cooperation in the water sector in the Central Asia region and to promote awareness of the principles of sustainable integrated water resources management (IWRM) among all countries.

The project develops systematic, regionally coordinated approaches to climate-sensitive water resources management and thus, will contribute to increasing short- and long-term resilience.

The national and regional organisations responsible for water resources management will be able to implement climate-sensitive integrated water resources management in a regionally coordinated manner.

Duty station: Almaty or Astana, Kazakhstan

Application deadline: 25.09.2023

Responsibilities

- providing administrative services for the project with a minimum of intervention
- ensuring compliance of project activities with GIZ rules and regulations
- supporting the project Finance Officer in preparing the project budget and in monitoring expenses
- checking travel expense statements of staff for approval by the superior
- providing fund requests to the GIZ office after approval by the Project Manager
- monitoring the availability of accessories and stocks and carrying out small procurement in coordination with the country office and in accordance with GIZ guidelines
- preparing all necessary steps for concluding service contracts and local subsidies in Kazakhstan
- responsible for the inventory of the project equipment in Kazakhstan
- ensuring that the office equipment of the project functions properly
- maintaining good communication with national partners on upcoming events and financial aspects surrounding them: organising tickets and accommodation and any other logistic tasks as necessary
- preparing and organizing internal and external meetings
- responsible for keeping the contact list up to date
- accompanying the project manager or other team members to meetings and providing consecutive translation
- taking minutes at various meetings and providing them to the management in a timely and qualitative manner
- preparing written and oral translation from Russian/Kazakh into English and vice versa
- filing documents in reference files or in DMS in line with GIZ filing rules
- Where appropriate and reasonable, the position holder is willing to perform tasks outside the scope of the job description.

Required qualifications, competences and experience

- university degree in a business administration, finance, or another job-related field
- at least 3 years of professional experience in the field of administrative assistance, finance support and translation

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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- very good communication skills (in written and oral) in English, Kazakh, and Russian with ability to deliver a message in a clear and targeted manner; German skills would be an asset
- very good working knowledge of ITC technologies (related software, phone, fax, 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 community
- ability to adapt easily to new situations and to work under stress

Interested candidates should send their motivation letter and CV (English) not later than 25.09.2023 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 October.