This vacancy is open for locally residing Kyrgyzstan nationals ONLY.

Vacancy No: ITC/ICA/58/2021

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>National Project Assistant</th>
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<tbody>
<tr>
<td>Category/Grade</td>
<td>UNOPS - LiCA-5</td>
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<tr>
<td>Requesting Division / Section</td>
<td>Division of Country Programmes / Office for Eastern Europe and Central Asia</td>
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<tr>
<td>Duty station</td>
<td>Bishkek, Kyrgyzstan</td>
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<tr>
<td>Duration</td>
<td>1 year (expected start date: 1 March 2022)</td>
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<td>Application period</td>
<td>15 December 2021 – 10 January 2022</td>
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**BACKGROUND**

The International Trade Centre (ITC) is the joint development agency of the World Trade Organization and the United Nations, which enables small businesses to improve exports in developing and transition countries by providing, with partners, sustainable and inclusive trade development solutions to the private sector, trade support institutions and policymakers. Office for Eastern Europe and Central Asia (OEECA) is responsible for developing, monitoring, coordinating and implementing ITC’s activities and projects in Eastern Europe and Central Asia.

In the Kyrgyz Republic, ITC implements two technical assistance projects: 1) EU-funded project “Ready4Trade Central Asia” (2020-2024); and 2) SECO-funded project “Improving the international competitiveness of the textile and clothing sector in Kyrgyzstan and Tajikistan” (GTEX, 2017-2022). Ready4Trade Central Asia aims to promote international trade in Central Asia (CA) by enhancing the transparency of cross-border requirements, removing regulatory and procedural barriers, strengthening business capability to comply with trade formalities and standards, as well as by improving cross-border e-commerce.

The project is structured according to four results/outcomes:
1. Reduced key regulatory and procedural obstacles to international trade in CA countries;
2. Improved compliance of SMEs with cross-border requirements;
3. Improved business environment in the CA countries for conducting cross-border E-commerce, with a focus on women-led companies;
4. Improved business environment for women-led enterprises to participate in international trade.

The main goal of GTEX in Kyrgyzstan is to increase export competitiveness of SME in the textile and clothing sector, with an envisaged impact to increase employment and income along the Textile and Clothing (T&C) value chain.

The two expected outcomes of the project in Kyrgyzstan are as follows:
- Outcome 1: Improved business environment/ Trade and Investment Support Institutions (TISI) ecosystem and TISI performance in the T&C sector
  The main focus will be on creating institutional capacity in Textile and Clothing (T&C) related TISIs. The performance of T&C-related trade support institutions at the national level will be improved.

- Outcome 2: Improved competitiveness of SMEs in the T&C sector
  SMEs capacities will be enhanced through training and advisory services targeted at improving competencies in critical functions along the value chain, social and environmental sustainability aspects and in the area of access to finance. The project will also focus on linking SMEs to export markets in order to ensure that the enhanced competitiveness achieved as a result of the project leads to business generation. Support to SMEs will be provided through TISIs.
FUNCTIONS/DUTIES

Under the direct supervision of the National Project Manager in Kyrgyzstan, and the overall guidance of the Project Officers of the respective projects as well as the Chief, Office for Eastern Europe and Central Asia, ITC, Geneva, the National Project Assistant will be responsible for the following duties:

Human Resources Management
- Provides advice and guidance to staff and consultants with respect to administrative procedures, processes and practices, liaising with relevant administrative services in ITC HQ or UNDP, as necessary.

Budget and Finance
- Monitors status of expenditures and allotments, records variations, updates budget tables; maintains the internal expenditures control system.
- Consolidates data received and provides support to higher-level staff with respect to budget reviews.
- Reviews status of relevant expenditures and compares with approved budget.
- Reviews requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds.
- Prepares statistical tables and reports on financial status, procedures, costs and expenditures.

General Administration
- Prepares, processes and follows-up on administrative arrangements and forms related to the official travel, including arrangement of travel and hotel reservations, preparation of travel authorizations.
- Prepares requests with all supporting documents for issuance of Purchase orders, contracts, subcontracts and other documents related to procurement of goods and services.
- Provides administrative support for the organization of conferences, workshops, retreats, study tours, etc.
- Prepares and handles routine correspondence related to general administration, procurement, financial and personnel matters; memoranda and reports in accordance with ITC and UNDP rules and procedures.
- Maintains files of rules, regulations, administrative instructions and other files related to personnel, finance, procurement, administrative, logistical, project matters.
- Coordinates extensively with service units and liaises frequently with ITC project management unit and UNDP on project related initiatives.
- Performs other related administrative duties, as required, e.g., monitoring accounts and payment to vendors and individual contractors for services; physical space planning; identification of office technology needs and maintenance of equipment, software and systems; translations, etc.

Contract Administration
- Assists with day-to-day administration of contracts with external contractors for outsourced services.
- Audits the contractors’ invoices against the goods and services provided by the contractor and approved by ITC project management.
- Assists with processing the payment of contractors’ invoices and monitors payments.
- Performs any other related duties as required

KEY DELIVERABLE AND MONITORING / PROGRESS CONTROLS (OUTPUTS)

Outputs and Delivery Timelines:
Contributes to the effectiveness and efficiency of the department/unit by providing administrative support and specialized assistance to more senior staff in the assigned areas of responsibility.
## RECRUITMENT QUALIFICATIONS

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<th>Category</th>
<th>Requirements</th>
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<tr>
<td><strong>Minimum education and qualifications (level and field of study)</strong></td>
<td>High school diploma or equivalent.</td>
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<td><strong>Desirable education and further qualifications</strong></td>
<td>Specialized trainings in finance/accounting are desirable.</td>
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<td><strong>Minimum experience (nature, length and field of experience)</strong></td>
<td>A minimum of five (5) years of professional experience in administrative services, finance, accounting, audit, human resources or related area.</td>
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<tr>
<td><strong>Desirable experience</strong></td>
<td>Experience of working in international/donor organizations or national development agencies would be an asset.</td>
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<td><strong>Minimum language requirement</strong></td>
<td>Advanced knowledge of English and Russian is required.</td>
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<td><strong>Mandatory skills and knowledge</strong></td>
<td>Proficiency in Microsoft office, database packages and spreadsheets.</td>
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## ADDITIONAL INFORMATION

For information on how to apply please click [here](#). Applicants will be contacted only if they are under serious consideration. Applications received after the deadline will not be accepted.