**Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH**

**Biodiversity conservation and poverty reduction through community-based management of walnut forests and pastures**

**Vacancy Announcement:**

**Project assistant**

Effectively, efficiently and focused on our partners – that is the way we support people and societies around the world, implementing activities aimed at enhancing the prospects and development of sustainable conditions for their own well-being. As a German federal company, GIZ is supporting the Government of the Federal Republic of Germany to implement their tasks in the field of international cooperation for sustainable development.

**A. Responsibilities**

The project assistant is responsible for

* supporting planning, implementing and monitoring project activities;
* cooperation with project partners, including national authorities, development partners, civil society organizations and enabling effective flow of communication and information;
* carrying out documentation tasks and tasks linked to knowledge management of the project;
* supervising delivery of services by third parties while carrying out project activities;
* implementing daily operational aspects of all issues related to the project goals and activities.

**The project assistant fulfils the following tasks:**

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| **B. Tasks**1. **Implementation and monitoring**

The project assistant* supports the project manager and team members in planning and organizing the project activities, collects data and keeps close communication with partner organizations (in particular forestry and pasture related institutions);
* supports in organizing capacity building measures for partners;
* supports project monitoring and updates information on progress of specific project activities.

 1. **Documentation, workshops and research**

The project assistant* writes minutes of meetings, ensures translation of documents and supports in compiling reports;
* carries out research on forestry and pasture related events and developments in the land use sector upon request of the project manager;
* ensures project documentation and the filing systems;
* helps to prepare contents and to implement/moderate workshops with partners.
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| **3. Other Duties/Additional Tasks**The project assistant * ensures logistical and organisational support to official meetings, workshops, seminars and conferences;
* assists with organisation of expert missions, e.g. drafting mission schedules, setting up meetings with national and international partners;
* interprets and translates as required from/to English, Kyrgyz, Russian languages;
* moderates team meetings and small workshop groups;
* performs other duties and tasks at the request of management.
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| **C.** **Required qualifications, competences and experience****Qualification*** University degree in forest management, agriculture, climate change policy, environmental sciences, environmental economics or similar.

**Professional Experience*** minimum of 3 years working experience related to aspects of sustainable management of natural resources, forest and/or pasture management, climate policy, international development cooperation;
* first experience in working with governmental agencies and/or international development organisations.

**Other knowledge, additional competences*** good knowledge of land use topics in general and current trends in the Kyrgyz Republic;
* monitoring, reporting and communication skills;
* collaborative working spirit as well as ability to work independently in a diverse team;
* systemic thinking, ability to identify emerging needed actions and undertaking the relevant actions;
* working experience with GIZ or an international development agency would be an asset;
* very good knowledge and fluency in oral and written English, Russian and Kyrgyz language;
* good working knowledge of ITC technologies and good command of MS Office package.
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If you are interested in this vacancy, please apply by sending your CV, letter of motivation (one A4 page) and references marked **«Project assistant»** to the email vacancy-nr@giz.kg **17:00 on 06.09.2019.**

All the application documents that have been received, will be used only for the selection process of the suitable candidate for the announced position. The documents will not be disclosed to third parties.

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