



RECRUITMENT NOTICE:

Position: Project Manager
Department: Mountain Societies Research Centre
Duty station: CAO, Bishkek, Kyrgyz Republic
Reporting Line: Director of MSRC
Deadline: April 23, 2013

The University of Central Asia was founded in 2000 by the governments of Kazakhstan, the Kyrgyz Republic and Tajikistan, and His Highness the Aga Khan, and is the world's first internationally chartered institution of higher education. UCA was created to offer an internationally recognized standard of higher education in Central Asia and create knowledgeable, skilled and creative graduates who will contribute leadership, ideas and innovations to the transitioning economies and communities of the region. The mission of UCA is to promote the socio-economic development of Central Asia's mountain societies, while at the same time helping the diverse peoples of the region to preserve and draw upon their rich cultural traditions and heritages as assets for the future. UCA operates within a framework of values that espouses academic excellence, individual rights and security, responsibility to community and public service, and is committed to ethical and transparent practices.

UCA, through its MSRC, is implementing activities to strengthen the capacity of researchers from Afghanistan and the wider Central Asia region to conduct rigorous research that, from inception to conclusion, is focused on learning from and informing sustainable development. The substantive focus will be on mountain economies and natural resource management. This will include particular livelihood strategies (e.g. agriculture or off-farm livelihoods such as mountain tourism) and the various environmental, economic, and social factors influencing livelihood strategies (e.g. food security, land degradation, climate change, biodiversity, natural hazards). The geographic focus will be the contiguous mountain region stretching from Bamyan, Baghlan and Badakhshan provinces in Afghanistan, north through the Pamir Mountains of Tajikistan to the Pamir Alai and Tien Shan Mountains of the Kyrgyz Republic.

UCA is seeking a Project Manager who is a quality research driven by local demands as well as analytical skills that can inform effective development responses within a comprehensive policy process. This position represents UCA at a high level to directors of research institutes in the region and understandings the world of research and academy.

MAIN DUTIES AND RESPONSIBILITIES:

1. Project management

- Develop detailed timeline for the implementation of activities;
- Create communications, logistics and reporting strategies for the activities;
- Plan and organise trainings;
- Lead design for training course curriculum and materials;
- Travel, if required, to meet partners, disseminate information and generate sustainable partnerships with research institutions in Afghanistan, Kyrgyz Republic and Tajikistan;

2. Actor-Network Mapping

- Collaborate with the MSRC Software Engineer to create an actor-mapping tool to be integrated;
- Develop oversight methodology (e.g. agile methodology) to ensure completion of technical tasks;

3. Administration of Central Asian and Afghanistan Research Fund

A. Development of CAARF policy and procedures manual

- Lead the development of a CAARF internal policy and procedures manual, and a shorter public version of the manual that both reflect the interests of MSRC as well as follow CAARF guidelines.
- Ensure that the policy manual integrates best practices of conflict sensitivity and gender equity;

B. Administer call for proposals



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- Develop a “rolling admissions” process, whereby there is no deadline, but applicants are able to send in proposals and be considered until all funds have been allocated by the selection committee;
- Develop, together with the UCA Department, a communications strategy for notification of applicants;

C. Participate in selection of candidates

- Provide applicants’ documentation to selection committee for consideration;
- Advise selection committee on appropriateness of research;
- Provide input on amount of grant to be awarded;

D. Grant management

- Oversee all aspects of grant management, including, but not limited to:
 - Establishing timelines with recipients;
 - Monitoring and evaluating progress of recipients’ work;
 - Establish timeframe and method for distribution of grant money with UCA Departments;
 - Reporting on progress to MSRC, collaborating with UCA Unit on the completion of reporting requirements;
 - Assist with arranging logistics for all travel and participation in academic forums agreed upon by the selection committee;

E. Facilitate collaboration (with mentors)

F. Other activities

THE IDEAL CANDIDATE WILL HAVE THE FOLLOWING PROFILE:

- Minimum five years of experience in international development with at least two years of experience in project management;
- Master’s level degree in natural or social sciences; economics or related subject;
- Fluent in Russian. A good command of English and another Central Asia language is an advantage;
- Proven ability to manage effectively several tasks (priority and non-priority) at the same time;
- Proven ability to demonstrate quality performance under time and work-load constraints;
- Organized and self-motivated;
- Background in research and involvement in large development-orientated projects or organizations.
- Able to work in a multi-cultural environment, preferably in international organizations in familiar / relevant jobs;
- In-depth knowledge of book keeping and accounting, database management and general office software;
- Proven ability to write clear reports;
- Proven ability to develop and maintain existing relevant networks;

HOW TO APPLY:

Please send a cover letter, CV, and a list of three references (including their complete contact details) to hr.recruitment@ucentralasia.org by April 23, 2013. As your application e-mail “subject”, please write: “MSRC Project Manager”

Please check our website for more information about the UCA: www.ucentralasia.org

Only shortlisted candidates will be contacted.