

Vacancy Announcement for “PROJECT COORDINATOR (M/F)”

We are looking to recruit a talented and dynamic Project Coordinator who can drive forward our work in Central Asia.

KEY RESPONSIBILITIES:

- administrative work (preparation of payrolls, gathering of commercial offers, invoice processing, office support);
- support for ongoing projects (monitoring, coordination of activities);
- identification of potential donors and opportunities;
- identification of tenders \ fund raising for the implementation of projects and programs;
- project proposal writing support (narrative and financial);
- preparation and development of PR materials;
- assistance in planning, organization and implementation of field and monitoring visits;
- preparation of annual strategic plans / portfolio of projects for specific countries;
- working level translating (documents and consecutive translation) (Russian and English);
- process analysis based on country of employment;
- other tasks related to projects or prospects given by management.

Qualifications and Experience:

1. **2 years** of professional experience in project management (candidates with less experience will still be considered).
2. A **BA degree (or higher)** in social sciences, political sciences, defence studies, international relations, law or similar.
3. Experience working in an international environment is considered an advantage.
4. **Strong managerial skills, flexibility and ability to work in a team.**
5. Other skills and qualifications: **use of Word, Excel, Internet, E-mail.**
6. **Reliability and ability to travel.**
7. Required driving license: **B (personal cars)**
8. Permit to work in Kyrgyz Republic.
9. Fluency in the following languages: **Russian and English.** Knowledge of Kyrgyz or other Central Asian languages is considered an advantage.
10. Duration of this **full time employment** is fixed for the time of **the ongoing project (until the end of December 2020) with a trial period of 2 months.** The selected candidate will be **based in Kyrgyz Republic with potential travel abroad.** Start date: as soon as possible.
11. Interested candidates should **send an application (CV and cover letter) until 5 August 2019 (23.59 CET) by e-mail to Mr Urban Špital at urban.spital@itf.si**

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