

Vacancy Announcement for National Liaison for Kazakhstan

Position title:	National Liaison for Kazakhstan
Duty Station:	Astana, Kazakhstan
Duration:	15 months (start as soon as possible)
Opening date:	22 September 2023
Closing date:	9 October 2023

ITF Enhancing Human Security is seeking a qualified candidate for the position of **National Liaison for Kazakhstan**. This role will focus on ITF projects in the field of conventional weapons disposal and physical security/stockpile management projects within Kazakhstan. The successful candidate will play a pivotal role in coordinating and facilitating ITF's activities in Kazakhstan, working closely with national authorities and relevant stakeholders.

As the National Liaison for Kazakhstan, you will be responsible for the overall coordination, implementation, and monitoring of ITF projects related to conventional weapons disposal and physical security/stockpile management in Kazakhstan. Your primary duty station will be in Kazakhstan, and the position may involve travel within the country.

Key Responsibilities:

Project Planning and Coordination:

- Initiate, plan, and coordinate ITF project activities in Kazakhstan.
- Ensure the smooth execution of all ITF project activities within the country.
- Collaborate with national authorities and stakeholders to align project goals with Kazakhstan's priorities.

Establishment of ITF Presence:

- Support the registration and establishment of ITF's presence in Kazakhstan.
- Ensure the proactive operation of ITF within the country.

Data Collection and Analysis:

- Develop and oversee data collection plans related to mine action and stockpile management activities.
- Analyse data and provide reports on hazardous areas and relevant information.

Stakeholder Engagement:

- Liaise with local authorities and stakeholders to ensure the smooth implementation of ITF activities.
- Foster positive relationships and communication with national mine action authorities and other relevant organizations.

Reporting and Documentation:

- Prepare work plans, operational reports, and project proposals.
- Contribute to donor reports and new project proposals as required.

Qualifications and Requirements:

- Minimum of 5 years of experience in conventional weapons disposal (CWD) or related fields.
- Kazakh citizenship with permanent residence in Kazakhstan.
- Strong knowledge of information management, reporting, and data collection platforms.
- Strong organizational skills, proactive approach, and flexibility.
- Excellent communication and interpersonal skills.
- Understanding of CWD methodologies and equipment used in CWD operations is an asset.
- Familiarity with humanitarian principles, security, and financial management in a humanitarian context.
- Proficiency in Kazakh and Russian (both written and spoken).
- Proficiency in English is an asset.
- Previous work experience in Kazakhstan is advantageous.

Application Process:

Interested candidates are invited to submit the following documents to info@itf.si and urban.spital@itf.si no later than 9 October 2023:

- Curriculum Vitae (CV) - no more than four pages.
- Cover Letter - no more than one page, including two references.

Please use "Application: National Liaison for Kazakhstan" as the email subject line.

Early applications are encouraged, as interviews may be conducted on a rolling basis. Only shortlisted candidates will be contacted.

We Offer:

- A 15-month contract (extension contingent on funding and performance);
- A competitive salary.
- 30 days of paid annual leave.
- Work in a growing organization, which allows for a lot of flexibility and influence in shaping future humanitarian programming.
- Insurance as per industry standards.

Note:

ITF staff must adhere to the ITF Code of Conduct and relevant Safeguarding and Anti-Corruption Policies.

Security compliance checks are conducted as part of the recruitment process.

We look forward to receiving your applications and considering you for this important role in supporting ITF's efforts in Kazakhstan.