

Administrative Assistant for ILUCA Programme (Part-time, 50%)

August 02, 2022

GIZ Service Office Turkmenistan

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GIZ Service Office Turkmenistan would like to announce a new vacant position in the capacity of Administrative Assistant for the GIZ Regional Programme “Integrative and Climate-sensitive Land Use in Central Asia” (part-time employment (50%)).

Duty station: Ashgabat, Turkmenistan.

Duration: from 09/2022 until 02/2024 (with a respective probation period).

Main tasks:

- Processing and preparation of financial documentations: translation, vouchers, receipts and other documentation(s);
- Keeps files, databases, registers, warehousing, etc. up-to-date;
- Responsible for inventory of the Programme equipment: maintains an inventory list for the Programme in Onsite Asset, makes sure that all inventory is labelled according to GIZ rules and regulations;
- Assisting in organizing events and meetings, workshops and seminars within or outside the Programme;
- Procuring tickets and providing support in procurement of domestic and international flight-tickets for Programme staff and international experts;
- Assisting with the preparation of necessary documents for conclusion of contracts with local experts, consulting companies (hotels, catering) within set value limits according to GIZ rules and regulations;
- Filing documents in reference files or in DMS in line with GIZ filing rules;
- Prepares and documents internal meetings;
- If necessary, accompanies the Programme Manager, other team members or international experts to meetings and – if requested - provides consecutive translation when external translation is not available;
- Take minutes at various meetings and provides them to the management on a timely basis;

Other duties / additional tasks

- Administrative Assistant performs other duties and tasks at the request of the management.

Required qualifications, competences and experience:

- University degree (BSc/BA) in economics, finance or international relations;
- At least 1 year of work experience in a similar position;
- Good working knowledge of IT technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office);
- Proficient in verbal and written English and Russian; knowledge of Turkmen and German is desirable;
- Excellent organizational and reporting skills;
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management;
- Reliability, punctuality;

Applicants who meet the requirements are kindly asked to provide the letter of application and CVs (resumes) in English to the following e-mail address: giz-turkmenistan@giz.de.

Application Deadline: 16.08.2022, 18:00

Only those who meet the indicated requirements will be invited to the interview.