



## UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

### I. Position Information

Project title:	UNODC Programme for Central Asia 2022-2025
Project Number:	XACCA1
Job Code Title:	<b>Administrative Assistant</b>
Duration of Employment:	6 months with possibility of extension
Working nature:	Full-time assignment
Working hours:	40 hours a week (08:30-17:30)
Duty station:	Bishkek, Kyrgyzstan
Pre-classified Grade:	<b>SC-5/SB3</b>
Supervisor (-s):	Head of UNODC Programme Office in the Kyrgyz Republic

### II. Organizational Context

#### Background Information:

The UNODC Programme for Central Asia 2022-2025 serves as an overarching strategic framework under which the UNODC provides comprehensive technical assistance to the five Central Asian Member States. The Programme is carried out by UNODC, under the lead of the Regional Office for Central Asia (ROCA) based in Tashkent, making effective use of expertise and infrastructure available in UNODC Programme offices across Central Asia (Kazakhstan, Kyrgyzstan, Tajikistan and Turkmenistan) and in Headquarters in Vienna.

The purpose of this Terms of Reference (ToR) is to recruit a qualified candidate with relevant experience and knowledge necessary to deliver activities within the UNODC Programme Office in the Kyrgyz Republic, supporting the work of UNODC Regional Office for Central Asia (ROCA) at large.

The Administrative Assistant promotes a client-oriented approach consistent with UN rules and regulations, as well as provides a variety of office and administrative support services to UNODC programme/projects and initiatives in the day-to-day implementing of activities.

The incumbent will carry out his/her functions under overall guidance and supervision of the Head of UNODC Programme Office in the Kyrgyz Republic (or designated Officer) and will work in close collaboration with the UNODC Regional Office for Central Asia (ROCA) in Uzbekistan and UNDP CO in Kyrgyzstan to ensure consistent service delivery.

### III. Functions / Key Results Expected

1. Ensures **implementation of operational strategies**, focusing on achievement of the following results:

- ☐ Full compliance of administrative, procurement and HR related activities with UN/UNODC/UNDP regulations and rules, including other respective policies and strategies.

2. Provides a full range of **administrative support, including procurement, Human Resources matters and logistics**, focusing on the achievement of the following results:

- ☐ Interpretation and implementation of procedures and rules related to administrative, procurement and personnel matters and ensure their compliance;
- ☐ High quality services and support in the organization of conferences, meetings, training/study tours, seminars and workshops, retreats, etc;
- ☐ Administrative support by liaising with international and national partners on the matters related to travel arrangements including tickets and hotel reservations, travel requests, travel authorizations, DSA payments, visa, and preparing documents such as agendas and lists of participants, etc.).
- ☐ Timely preparation and updating of procurement plan for a project needs.
- ☐ Provision of recruitment and procurement activities in full compliance with UNODC/UNDP rules, regulations, policies and strategies (procurement of equipment/goods and services, etc., preparation of ToRs for LVAs, RFQs/ITBs, creation of Shopping Carts and service requests with all supporting documents for issuance of purchase orders, contracts, purchase requisitions, purchase orders, subcontracts, creation of requisitions in Umoja, registration of goods receipt in Umoja, budget check for requisitions etc);
- ☐ Monitoring for timely delivery and customs clearance of the procured goods/services upon arrival;
- ☐ Proper records of the procured goods/services and maintain procedures required by the Property Survey Board (PSB) with regards to procured material assets/services;
- ☐ Perform duties on receiving of goods ensuring appropriate segregation of duties and maintaining the hand-over and inventory records.
- ☐ Assistance with the Audit/Inventory missions with checking of assets and preparing of related documents;
- ☐ Prepare and handling the routine both incoming and outgoing correspondence related to general administration, procurement and personnel matters; memoranda and reports, etc. in accordance with UNODC/UNDP rules and procedures,
- ☐ Maintenance of filing system related to personnel, procurement, administrative, logistical, programme/project matters.
- ☐ Assist in the timely preparation of relevant documents for meetings, seminars, workshops and conferences, and in the finalization of related reports.
- ☐ Perform other related duties, as required.

3. Provides **support to knowledge building and knowledge sharing** in the Programme Office, focusing on the achievement of the following results:

- ☐ Organization and conduct of training sessions for Programme Office personnel on administration, procurement, travel, HR and logistics issues;
- ☐ Sound contributions to knowledge networks and communities of practice;
- ☐ Synthesis of lessons learned and best practices in operations.

#### **IV. Core Values and Competencies**

**Core Value:**

##### **Professionalism:**

- ☐ Shows pride in work and in achievements.
- ☐ Demonstrates professional competence and mastery of subject matter.
- ☐ Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- ☐ Is motivated by professional rather than personal concerns.
- ☐ Shows persistence when faced with difficult problems or challenges.



☐ Remains calm in stressful situations.

**Core Competencies:**

**Planning and Organizing:**

- ☐ Develops clear goals that are consistent with agreed strategies;
- ☐ Identifies priority activities and assignments;
- ☐ Adjusts priorities as required;
- ☐ Allocates appropriate amount of time and resources for completing work;
- ☐ Foresees risks and allows for contingencies when planning;
- ☐ Monitors and adjusts plans and actions as necessary;
- ☐ Uses time efficiently.

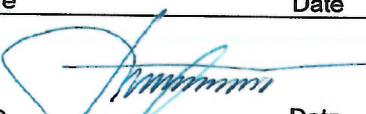


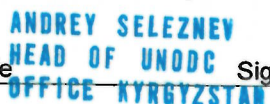
**Teamwork:**

- ☐ Works collaboratively with colleagues to achieve organizational goals;
- ☐ Solicits input by genuinely valuing others' ideas and expertise;
- ☐ Willing to learn from others;
- ☐ Places team agenda before personal agenda;
- ☐ Builds consensus for task purpose and direction with team members;
- ☐ Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position;
- ☐ Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

V. Recruitment Qualifications	
Education:	<p>Secondary education with 5 years of relevant administrative experience is required.</p> <p>Bachelor's degree in economics, business or public administration, law, political or social sciences or other relevant fields of study with 2 years of relevant experience will be given due consideration.</p>
Experience:	<p>5 years (with secondary education) or 2 years (for Bachelor's degree holders) of relevant administrative experience at national and/or international level is required.</p> <p>Experience in the usage of computers and office software packages (MS Word, Excel, etc.).</p> <p>Practical experience in procurement is an asset.</p>
Language Requirements:	Fluency in English and Russian. Knowledge of Kyrgyz is an asset

**VI. Signatures- Post Description Certification**

Incumbent (if applicable)

Name	Signature	Date
National Programme Manager (FRO)		
Name / Title <b>MANAGER</b> 	Signature	Date 26.06.2025
Supervisor Head of the Programme Office (SRO)		
Name / Title <b>ANDREY SELEZNEV HEAD OF UNODC OFFICE KYRGYZSTAN</b> 	Signature	Date 26.06.2025